

Position Announcement- Procurement Specialist

Mississippi Food Network

Jackson, MS

POSITION SUMMARY

The Food Procurement Specialist is responsible for procuring food of the appropriate quality, quantity at reasonable prices for all programs operated by the food bank. Coordinate with programmatic staff of all programs to assure timeliness of food purchases.

RESPONSIBILITIES

- Purchase for the Food Purchasing Program, Mobile Pantries, Child Feeding Programs, Senior Grocery Program, Mobile Market Program, and grant spending.
- Build and foster relationships with MFN vendors. Research and evaluate prospective suppliers and increase supplier diversity to service emerging needs.
- Maintain a cost-effective food purchasing program, while identifying new purchasing options and strategies to improve efficiency.
- Maintain forecasting and tracking tools for purchase programs to predict quality, efficiency, and demand and to project, track, and document purchasing activities.
- Assist with the research and development of strategies to meet purchased product goals and initiatives.
- Ensure food is procured in compliance with the requirements of our various funding streams.
- Work with the Programs Team to forecast purchasing needs for all child, senior, and mobile feeding programs. Familiarize self with program budgets through consistent communication with Program leads.
- Familiarize self with grant opportunities and budgets through the participation of monthly grants meetings.
- Process all invoices for payment by the Accounting Department. Provide receipts of all purchases to all necessary departments.
- Must be familiar with and abide by all AIB regulations and food safety compliance.
- Other duties as assigned by Director of Procurement and Programs.

QUALIFICATIONS

- Bachelor's degree or commensurate experience in supply chain or purchasing role, non-profit experience a plus
- Knowledge of computer systems including database, spreadsheet and word processing programs related to data entry
- Minimum of 2-3 years in purchasing or inventory environment.
- Knowledge of the operation of general office equipment, i.e. fax, copier, etc.
- Ability to complete work in an accurate, effective, and timely manner
- Ability to handle high volume of work in short periods

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Apply: Applications are accepted by email or mail. Send your resume to Human Resources, Mississippi Food Network, PO Box 411, Jackson, MS 39205

- humanresources@msfoodnet.org with the subject line "Procurement Specialist"

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