



Purchasing Specialist

- Monday to Thursday – Flexible up to 40 hours per week, Part time or full time. Would also consider partial remote work
- Medical, Dental, Vision, 403b, FMLA, Long and short term disability, Sick Time and Bereavement Pay, vacation pay, holiday pay, life insurance if full time. Part- benefits vary
- Pay Range: \$18-20 a hour

MISSION

The mission of the Making A Difference Foundation is to make a difference in the lives of others one person at a time by helping them acquire the most basic human needs: food, housing, encouragement, and opportunity. This position is located at Eloise's Cooking Pot Food Bank.

JOB PURPOSE & SUMMARY

MADF is seeking a full time, non-exempt, Purchasing Specialist, report directly to Food Bank Manager. We are looking for a motivated Purchasing Specialist to manage our company's procurement activities. The Procurement Specialist's responsibilities include sourcing new suppliers, ensuring that the purchased products and materials meet specific technical specifications, negotiating purchase terms, and evaluating supplier performance. In addition, the purchasing specialist will be responsible for procuring in kind donation. The Purchasing Specialist will also be responsible for ensuring timely deliveries and resolving any supply issues or discrepancies, as well as, maintain company inventory.

SKILLS REQUIRED:

The following skills are required:

Category Management

The purpose of Category Management is to organize categories. As an independent business unit, category management focuses on producing business results in line with customer expectation. When talking about expectation, it is incumbent on procurement professionals to understand what customers want, where they want it, and when they want it.

Project Management

The skill of Project management is invaluable for not only procurement professionals but also professionals in any industry. It is about initiating, planning, executing, controlling, and closing the assignment of the designated team. This skill focuses on achieving specified goals within a specified time.

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To learn more about MADF, go to www.themadf.org

Relationship Management

Relationship Management is a strategic skill required in procurement professionals to maintain an ongoing relationship with an organization's customers. Whether it is B2B or B2C, an expert relationship manager fulfills customer expectation and builds loyalty.

Negotiation Skills

Good negotiation skill is an indispensable trait for a successful professional. It is also integral to relationship management; day-to-day formal and informal interactions, and for deal negotiation with savings and strategic advancement in mind.

Financial Acumen

Businesses thrive on their financial standing. You can have every management skill, but if you are not keen on financial evaluation, you may fail the interview. Financial aptitude is an orientation. Based on that, an interviewer might judge your skills on metrics and reports and how you'll strategize a fair business road-map.

Analytical Skills

In our everyday life, we are stuck many times in finding solutions to common problems. Life won't penalize you hard, but failing this skill as a procurement professional, you will land up clueless. Do take time to culture this analytical trait in your everyday transactions. A subject matter expert with analytical skills always has the edge over the others.

Technology Aptitude

Talk about technology, and there are a plethora of new-age solutions that are simplifying business, mainly the procurement function. Understanding of digital technology comprising Artificial Intelligence, Machine Learning, Big Data, Cryptocurrency, etc., is essential. Modern procurement involves hands-on-experience of all the above-mentioned technologies.

Result Oriented

We all have our standards of excellence. But for procurement professionals, it is imperative that they benchmark against industry standards. The ability and drive to achieve and surpass targets against the norm, hike your strategic positioning to a captain's role.

Professionalism

If you lack professionalism, your competency does not matter. To ascertain professionalism at the workplace, you have to build the wall (pun intended). The way every cell in our body has a lining; we need such cell-lining at our workplace to avoid conflict. It is wise to limit oneself to strictly business for more productivity.

Also must be:

- A reliable and dependable character
- Punctuality
- Ability to complete task in a timely manner
- Arithmetical competence
- Ability to interact with customers and maintain MADF culture
- Ability to speak with, listen to, and give directions
- Prowess in adapting to various parts of the work environment

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- Good written and oral communication skills; and human relation skills
- Expertise in working to instruction
- Maintain valid driver's license and maintain outstanding driving record
- Maintain good relationship with our donors
- Ability to lift up 50 lbs. safely.
- Microsoft Excel
- MS Office

MINIMUM QUALIFICATIONS

- High school diploma/GED required.
- 2+ years of experience as a purchasing specialist or in a similar role.
- Bachelor's degree in business administration, supply chain management, or a similar field preferred.
- CPM or ASRM/APICS certification preferred.
- Good working knowledge of purchasing strategies.
- Excellent communication, interpersonal, and negotiation skills.
- Strong analytical thinking and problem-solving skills.
- Proficiency in Microsoft Office and with business application software, purchasing, and resource planning systems.
- Team player with strong organizational skills.
- Good English written and verbal ability a must.
- -Procurement: 1 year (Preferred)

To apply send cover letter to info@themadfseattle.org.

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