healthy food ingredients

4666 Amber Valley Parkway
Fargo, ND 58104

TEL 844-275-3443
HFIfamily.com

POSITION TITLE:	Farm Sourcing Lead	**Tier:**	
REPORTS TO:	Purchasing Manager	**Date Reviewed:**	10/28/2026
DEPARTMENT:	Procurement	**Date Approved:**	11/19/2026
TYPE OF POSITION:	Full-Time/Exempt	**Revision #:**	2
OFFICE LOCATION:	Watertown, SD or Fargo, ND		

POSITION DESCRIPTION:

The Farm Sourcing Lead oversees procurement activities related to sourcing commodities directly from growers. This position leads procurement efforts, develops strong grower relationships, coordinates purchasing activities, and works closely with sales, logistics, quality, and operations teams to ensure customer requirements are met while maintaining an efficient supply chain.

RESPONSIBILITIES AND DUTIES:

- Lead procurement activities and support sourcing efforts for assigned commodities.
- Build and maintain strong relationships with growers and farm partners.
- Identify and develop new growers and strengthen business relationships.
- Travel regularly to meet with growers and strengthen business relationships.
- Work closely with growers on production, storage, and shipping requirements.
- Coordinate with logistics, operations, and quality teams to support customer needs.
- Provide market information, commodity updates, and purchasing recommendations.
- Ensure purchasing records, contracts, and documentation are accurate and complete.
- Monitor inventory levels and coordinate commodity availability with company facilities.
- Assist with supplier food safety compliance and quality requirements.
- Negotiate contracts and purchasing agreements when necessary.
- Perform other duties as assigned.

QUALIFICATIONS:

- Strong organizational skills and attention to detail.
- Excellent communication and relationship-building abilities.
- Experience in commodities, agriculture, grain, or procurement preferred.
- Ability to analyze information and make sound business decisions.
- Self-motivated and capable of managing multiple priorities and working alone and team environment.
- Strong negotiation and problem-solving skills.

BACK UP: Procurement Team

Name:		**Date:**	
Signature:			
Manager Name:		**Date:**	
Signature:			