

POSITION TITLE:	Procurement Manager	Tier:	
REPORTS TO:	TBD	Date Reviewed:	7/28/2026
DEPARTMENT:	Procurement	Date Approved:	
TYPE OF POSITION:	Full-Time/Exempt	Revision #:	4
OFFICE LOCATION:	Watertown, SD or Fargo, ND		

POSITION DESCRIPTION:

Under limited supervision, the Procurement Manager will provide oversight to all procurement team members in sourcing commodities from growers and vendors to meet customer requirements. This includes working with supply sources on ingredient attributes, storage requirements, and shipping needs.

RESPONSIBILITIES AND DUTIES:

- Secure product to meet customer requirements.
- Assist with the supervision of all functions of the Procurement Team.
- Work with growers and identify farms to work directly with to secure commodities as assigned.
- Develop long-term relationships with contract growers with face-to-face visits.
- Attend domestic and international trade shows as required.
- Be an asset to contract growers with knowledge and expertise with assigned commodities.
- Understand each ingredient managed and communicate those to personnel.
- Work with growers on shipping schedules to meet customers' needs.
- Communicate with the logistics department for the shipping requirements of each product.
- Provide written reports to supervisor and other personnel as requested.
- Ensure backup sources are in place for supply chain needs.
- When applicable, hold growers accountable to food safety standards required by customers and/or the company.
- Ensure the required paperwork for commodities and suppliers is in place (i.e. purchase orders, etc.).
- Ensure Prosoft inventories are validated monthly, independently, and with sales when necessary.
- Review purchasing ingredient specification sheets annually with the quality department, vendors, and growers.
- Negotiate contracts as required.
- Maintain samples of the procured product.

QUALIFICATIONS:

- Well organized with an attention to detail.
- Excellent written and verbal skills
- Team player with the ability to work well with others
- Experience in commodities and grain procurement
- Ability to make decisions

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