healthy food ingredients

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HFIfamily.com

POSITION TITLE:	Purchasing Assistant	**Tier:**	
REPORTS TO:	Procurement Manager	**Date Reviewed:**	10/28/2026
DEPARTMENT:	Procurement	**Date Approved:**	
TYPE OF POSITION:	Full-Time/Non-Exempt	**Revision #:**	2
OFFICE LOCATION	Watertown, SD		

POSITION DESCRIPTION:
The Purchasing Assistant works under the supervision of the Procurement Manager. Primary job duties include working with the purchasing team on day-to-day activities and acting as a secondary point of contact for new and current vendors.

RESPONSIBILITIES AND DUTIES:

- Ensure required paperwork for commodities contracts and suppliers is in place (i.e., purchase orders, certifications, vendor documents etc.)
- Work with sales, purchasing and partner facilities to keep current product specifications on file.
- Research new vendors.
- Identify and procure customer samples for the team, when necessary.
- Review contract balances weekly and monthly and communicate instances of risk.
- Provide written reports/presentations to Supervisor and other HFI personnel as requested.
- Work with Logistics, HFI Facilities, Accounting, Sales, and Quality Personnel to ensure internal process flows are running smoothly.
- Provide support to other purchasing and crop production team members.
- Coordinate efforts of assigned special projects.
- Support the Procurement Team with documentation as requested.

QUALIFICATIONS:

- Ag background preferred.
- Proficient with Microsoft Word and Excel.
- Well organized with attention to detail.
- Able to multi-task.
- Good decision-making skills.
- Excellent written and verbal skills.
- Team player with the ability to work well with others.

BACK UP:

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