healthy food ingredients

4666 Amber Valley Parkway
Fargo, ND 58104

TEL 844-275-3443
HFIfamily.com

POSITION TITLE:	Purchasing Manager	**Tier:**	
REPORTS TO:	CSO	**Date Reviewed:**	11/10/2026
DEPARTMENT:	Procurement	**Date Approved:**	11/19/2026
TYPE OF POSITION:	Full-Time/Exempt	**Revision #:**	5
OFFICE LOCATION:	Watertown, SD or Fargo, ND		

POSITION DESCRIPTION:
Under limited supervision, the Purchasing Manager provides 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:

- Work with the purchasing team to secure product to meet customer requirements both off the farm and vendor partners.
- Lead the supervision of all functions of the Procurement Team.
- Work with growers and vendors to directly to secure commodities for the organization.
- Develop long-term relationships with all sourcing partners.
- Attend domestic and international trade shows.
- Provide contracted growers with knowledge and expertise.
- Understand each ingredient managed and communicate those to personnel.
- Communicate with the logistics department for 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.
- Hold growers and vendors accountable to food safety standards required by customers and/or the company.
- Ensure required paperwork for commodities and suppliers is in place (i.e. purchase orders, etc.).
- Ensure 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 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:			