



Food Procurement Administrator

About Our Organization:

The California Association of Food Banks (CAFB) was founded in 1995. Our mission is to end hunger in California, and our vision is a well-nourished and hunger-free California, where all people have enough food to lead a healthy life. We work with over 40 member food banks and 6,000 charities to serve more than 2 million low-income people throughout the state.

About This Position:

The purpose of this position is to support the Farm to Family department with the procurement of low cost grocery (frozen and shelf-stable) commodities with an emphasis on protein for our member food banks. This position will work closely with the Director of Farm to Family to achieve the goals of the company. S/he will procure product in accordance with all policies and procedures established by California Association of Food Banks (CAFB). We are looking for an innovative, creative, outside the box self-thinker to join our team. Candidates need to be comfortable with developing a plan, researching resource options and making sales calls to potential vendors with confidence.

Responsibilities:

- Review product costs and projection plans to ensure items purchased are at the best cost pursuant to the needs of the food banks;
- Develop and maintain analytical product line reports;
- Cultivate and maintain good working relationships with manufacturers, vendors, and food banks;
- Process orders and offerings;
- Conduct logistical planning processes while ordering products to attain the best net product price possible;
- Approve product related Accounts Payable to ensure correct prices have been invoiced;
- Resolve vendor and food bank billing questions;
- Maintain all necessary department files and records;
- Other job duties as necessary and assigned.

Qualifications:

- Bachelor's degree preferred but not required;
- Computer proficiency, specifically Microsoft Outlook, Word, Excel and Navision;
- Minimum 2 years of Purchasing or Vendor Management experience in the retail industry;
- Working knowledge of procurement, logistics and inventory management practices;

- Strong organizational and planning skills;
- Excellent professional written and verbal communication skills; as well as interpersonal skills to develop and maintain effective business relationships within and outside of CAFB;
- Ability to represent CAFB's interests in negotiations with external vendors and suppliers;
- Commitment to CAFB's mission.

Please apply for this position and upload your cover letter and resume at this link: <https://fs7.formsite.com/wwwcafoodbanksorg/form21/index.html>

Compensation: \$40,000-\$45,000, DOE, with generous benefits including employer-paid health, dental and vision, retirement program, life insurance, disability, and PTO.