



- Compile and manage a monthly demand database to facilitate all strategic decision making for the Sourcing team.
- Collaborate with suppliers to ensure availability of required materials with Ya YA production schedule.
- Coordinate with Ya YA's planning team to manage inventory levels and order patterns based on Ya YA's demand and our suppliers lead times.
- Manage supplier contracts, perform contact balance checks, and identify required action when balances are drawn down or market opportunities exist for favourable bookings.
- Monitor markets for key raw materials. Present this information to the Manager and VP and recommend actions accordingly.
- Support in problem-solving material substitutions for ingredients and packaging materials in instances where changes to existing, or new-to-launch products are required.
- Establish a record of all quality specifications and requirements for materials used by Ya YA Foods.
- Manage and drive quality improvement programs with suppliers by identifying and eliminating waste and inefficiency in the supply chain.
- Identify and collaborate with the Sourcing Manager to proactively identify risks of shortages or price sensitivity for key raw materials. Establish risk mitigating measures and collaborate with customers on execution of these strategies.
- Oversee the implementation of all material price changes.
- Work with Accounts Payable to manage price and volume discrepancies in invoices, and ensure Ya YA's suppliers are paid on time and the correct amount.
- Manage projects to ensure alignment between price changes from suppliers to Ya YA with the pricing schedule with our customers.
- Work with Accounts Receivable to manage the collection of all supplier rebates.
- Manage the annual sourcing calendar to ensure Ya YA is proactively addressing contracting materials in key times of the year.
- Compliance with all rules & policies regarding health safety, occupational safety, environmental safety, food safety, legal regulations, company requirements, etc.
- Compliance with the Company's Integrated Management Systems which includes, but is not limited to Production, Quality, Food Safety & GMP.
- Other duties as assigned.

**Profile:**

- Bachelor's degree in Business, Commerce, Management, Economics, Food Science or a related field
- Skill in organization, analysis, time management, prioritization, and the ability to meet deadlines for multiple tasks
- Proficient computer skills, Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel), and instructional software
- Commitment to continuous improvement and quality of support and service
- Great interpersonal skills and communication skills to interact with all levels of management
- Able to multitask, prioritize, and manage time efficiently
- Excellent leadership, team building, and management skills
- Encouraging team member, collaborative in approach, and able to lead
- NB: Successful candidates will be required to provide photo ID, banking details, a valid SIN number, and (if applicable) a valid work permit

**Why Join Us**

We believe that the key to creating and growing a successful business is by investing in our people—some of whom have been a part of our team for over 30-years. This is at the core of who we are, what we do, and how we grow our business—as a versatile, automated manufacturer and co-packer of a wide-variety of beverages and liquid food items. In our view, a happy team means a better workforce, a better product, and more satisfied customers.

*Furthermore, we encourage different perspectives and celebrate diversity in our workforce. Where every employee has the opportunity to realize their full potential in a working environment that is supportive of everyone. Upon request, we will gladly provide accommodations to any candidate with a disability taking part in the selection process.*

Job Types: Full-time, Permanent

Salary: \$50,000.00-\$55,000.00 per year

Benefits:

- Dental care
- Extended health care
- Life insurance
- On-site parking
- Paid time off
- Vision care

Flexible Language Requirement:

- French not required

Schedule:

- 8 hour shift
- Monday to Friday

Ability to commute/relocate:

- Etobicoke, ON: reliably commute or plan to relocate before starting work (required)

Education:

- Bachelor's Degree (required)

Work Location: In person