



Procurement Specialist

Brooklyn, NY

THE ROLE

Gotham Greens is seeking a dynamic Procurement Specialist to join the Operations team. As a Specialist, this candidate will be accountable for the execution of all purchasing across all departments of the Company. The Procurement Specialist will handle all facets of purchasing for multiple locations of the Company, including but not limited to, processing POs, maintaining supplier relationships, monitoring negotiated pricing, creating and maintaining purchasing SOPs, creating and maintaining approved purchase lists, and special purchasing projects. The Procurement Specialist reports to the Supply Chain & Production Planning Manager and works across all departments to determine purchasing needs. Working closely with the Supply Chain & Production Planning Manager, this position will bridge the gap between purchasing needs and processes. The successful candidate will be exceptional at handling multiple priorities, communications at all levels, taking initiative, and creating successful SOPs for an evolving purchasing system.

In addition, the ideal candidate is passionate about sustainable agriculture and embraces Gotham Greens' core values and mission. Experience in the greenhouse or fresh produce or perishables is preferred but not required. This is an opportunity for an enthusiastic, self-motivated, and highly organized person to join a rapidly growing, innovative company that is disrupting the 21st century food system.

AREAS OF RESPONSIBILITY

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Manages internal requisitions and creates purchase orders for all locations across the company
- Ensures that orders are delivered on time and accurately to correct locations
- Partners with Manager to implement best practices for purchasing including creating and maintaining SOPs and Work Instructions
- Works with all departments to establish purchasing needs and creates approved and evolving purchasing list
- Evaluates suppliers, review product quality and provides feedback on vendors



- Partners with Supply Chain & Production Planning Manager and Operations Leadership to negotiate supplier contracts
- Tracks and reports key functional metrics to reduce expenses and improve effectiveness
- Partners with Accounting to review invoices and vendor communication
- Generates, maintains, and enters information into databases, including ERP system.
- Delivers outstanding service both externally to customers and internally to Gotham Greens team

QUALIFICATIONS

Requirements:

- Bachelor's degree in finance, accounting, supply chain management or business required
- 3-5 years of relevant experience in Purchasing and Procurement processes
- Experience implementing purchasing practices and SOPs
- Familiarity with sourcing and vendor management
- Work experience in procurement processes
 - in manufacturing companies
- A self-starter with an ability to excel in a dynamic, ever-changing environment- someone who will take initiative
- Exceptional communication, presentation and influencing skills and the ability to manage multiple projects simultaneously
- Proven ability to handle confidential and sensitive matters, utilizing sound judgement in a complex environment
- Experience working effectively with multiple levels of internal and external stakeholders
- Laser focused attention to detail
- Tech savvy with impeccable computer skills
- An extrovert personality with a "can do" attitude
- Great multitasking abilities
- Prior knowledge working in ERP or purchasing systems a plus
- Prior knowledge of Sage ERP a plus
- Computer skills required: Microsoft Office, proficiency in Excel, PowerPoint



The ideal candidate:

- Excellent verbal, written, and interpersonal skills
- Reliable and highly motivated with a creative and lively personality
- Passionate commitment to the company vision
- Appreciation of principles of sustainable agriculture and food
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WHO WE ARE

Gotham Greens is a global pioneer in urban greenhouse agriculture and a leading consumer brand of premium quality, local produce and fresh food products. Gotham Greens' produce is grown using ecologically sustainable methods in technologically sophisticated, climate controlled, urban greenhouses. Gotham Greens provides its diverse retail, restaurant, and foodservice customers with a local, reliable, year-round supply of salad greens, herbs and fresh food products grown under the highest standards of food safety and environmental sustainability. The company owns and operates over 170,000 square feet of greenhouse across four facilities in New York and Chicago and currently has 500,000 square feet of greenhouse under development in five US states. Gotham Greens was founded in 2009 in Brooklyn, New York.

We are farmers that live in apartments. Our team is hard working, supportive, and passionate about sustainable urban agriculture. We work to create an environment that is caring, fun, and collaborative.

Gotham Greens is proud to be an Affirmative Action/Equal Opportunity Employer. We thank all applicants in advance for their interest in this position, however, only those selected for an interview will be contacted.



**GREENHOUSE
GROWN**



**PESTICIDE
FREE**



**SUSTAINABLE
AGRICULTURE**



**URBAN
FARMING**



**PREMIUM
QUALITY**

gothamgreens.com

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