

Grassland Dairy Products, Inc.
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PROCUREMENT ASSOCIATE

FULL-TIME

Grassland Dairy Products, Inc. has been a leading manufacturer of butter and dairy ingredients since 1904 and is looking to add a Procurement Associate to our team in Greenwood, WI. With additional facilities across Wisconsin, Nebraska and Utah, Grassland is a key player in the dairy industry dedicated to producing high quality products while maintaining a positive work environment for a driven, talent-filled team of employees.

The Procurement Associate is responsible for monitoring supply inventory levels for multiple facilities on a daily basis. Interaction with Sales, Accounting, Trucking, and other Procurement team members to identify and meet the ongoing needs of running the business as well as Customer and Suppliers to facilitate packaging redesigns. They will also need to be proficient in minimizing procurement related business disruptions.

Essential Duties and Responsibilities:

- Monitor supply inventory levels for multiple facilities on a daily basis; analyzing usage and placing orders
- Interact with Sales, Accounting, Trucking, and other Procurement team members to identify and meet the ongoing needs of running the business
- Interact with Customers and Suppliers to facilitate packaging redesigns
- Research new suppliers to create competitive supply chain costing
- Minimize procurement related business disruptions by identifying issues, analyzing the root cause, and modifying procedures to fix the issues going forward

Knowledge, Skills, and Abilities:

- Demonstrated ability to effectively manage complex projects among multiple departments
- Exceptional leadership characteristic with the ability to interact with different management levels
- Excellent Written and Oral Communications Skills
- Exceptional Organizational Skills
- High Skill Level of Microsoft Office Products, with particular emphasis on Excel
- Ability to multi-task projects and adhere to deadlines
- Strong initiative and judgment ability
- Able to completed tasks with limited supervision

Education and Experience:

- College Degree in Business Management, Production, or related field (Associate Degree minimum), or minimum of 3 years manufacturing experience

Above the Rest Benefits:

- Competitive compensation and weekly pay period.
- Zero premium, company-paid health, dental and life insurance.
- Short-term disability.
- Profit sharing plan with 401(k) enhancement, matched.
- On-site health care and wellness initiatives.