

**Title:** Procurement Specialist  
**Classification:** Full-Time  
**Work Location:** Bio-Vet, Inc. Manufacturing Facility, Barneveld, WI  
**Reporting:** Accounting Manager  
**Classification:** Non-Exempt

### Position Summary

The Procurement Specialist is responsible for sourcing, negotiating, and purchasing goods and services, ensuring cost effectiveness, quality, and timely delivery. Manage supplier relationships, adhere to company policies, and play a key role in inventory and cost control. This position will also provide administrative backup in the office and prepare and file tonnage reports.

### Essential Duties

- Identify and evaluate potential suppliers, negotiate pricing, and maintain strong relationships with vendors.
- Maintain a current list of suppliers and contact information using ERP software.
- Analyze costs, obtain goods at the best possible prices, and negotiate favorable terms and delivery options.
- Ensure purchased goods and services meet the organization's quality standards and specifications.
- Oversee the inventory of raw materials or other goods, ensuring adequate stock levels and timely delivery.
- Develop a method of applying lot numbers to raw materials received for easy identification of aging inventory.
- In coordination with Plant Manager, manage contracts with suppliers, ensure compliance with terms and conditions, and resolve any issues that may arise.
- Maintain accurate records of purchases, expenses, and inventory levels, and prepare reports as needed.
- Collaborate with the Accounting Manager, Plant Manager and Warehouse Manager to maintain a three P.O. system.
- Collaborate with internal teams to understand their needs and align procurement activities with overall business objectives. Develop an in-depth knowledge of materials used in the manufacturing process.
- Develop and implement procurement strategies to optimize cost savings, improve efficiency, and drive business value.
- Administrative role in export, logistics and quality control for international orders and domestic orders using external warehouses.
- Timely and accurate preparation and filing of tonnage reports.
- Backup office administration duties.

### Education

- Minimum of an associate's degree in accounting, business administration, or related field

### Required Skills

- Knowledge of cost accounting and general accounting concepts
- Organization skills to timely complete tasks and meet deadlines.



- Ability to use ERP software.
- Attention to detail in all aspects of the job.
- Consistent exercise of discretion and professional judgement in performing duties.
- Confidentiality in all business matters.
- Excellent internal and external communication skills.
- Absolute integrity and ethics regarding all business and financial matters.

*The essential functions listed above are representative of the primary duties of the position and are not intended to be an exhaustive list of all responsibilities, duties, or skills required. Duties may be added, removed, or modified at any time with or without notice.*

**How to Apply:**

Please apply at: <https://www.bio-vet.com/join-our-team-8-2024/> and attach a resume and cover letter.

