



Fine Choice Foods started out 35 years ago making dim sum by hand as a labor of love in a small shop in Vancouver. Today, we supply to retailers across Canada and into the US, while taking pride in producing our products with the same care and passion we began with. While our journey began with a wide variety of Asian-inspired offerings, we now specialize in spring rolls and dumplings. Our vision - "For everyone to love our food as much as we do!" For more information, please visit our website at: www.finechoicefoods.com

Position: Buyer

Fine Choice Foods Ltd. is looking for a passionate team player who will play an integral role in the Supply Chain function of our Company. The Buyer will be a proven self-starter who can think about the bigger picture thinker as they take on the responsibility for feeding the operations of our growing business. Qualified candidates will have impeccable verbal and written communication skills, a strong analytical skill set and a healthy preference for being part of a growing team.

Responsibilities:

- Manage inventory and delivery schedules to ensure inventory stays within the target range.
- Maintain ingredient, packaging, and supplies volume forecasts.
- Work with the Manager in selecting ingredient sources that meet the company risk standards and are competitively priced and ensure all standards are met by vendors.
- Negotiate contracts with vendors and transportation companies.
- Establish and maintain relationships with vendors and conduct site visits with Manager as needed.
- Onboard new vendors in compliance with all applicable policies and standards.
- Order and arrange for delivery of all ingredients, packaging, and supplies.
- Ensure items are purchased in accordance with established policies and procedures.
- Organize and maintain all contract files and procurement related documents.
- Ensure vendors maintain target service performance.
- Post and resolve invoice discrepancies of price and quantity.
- Lead in correcting damaged or defective shipments.
- Effectively lead transitions, new ingredients, changes in packaging throughout the building and with key staff members to ensure low scrap value.

Qualifications:

- A minimum of a High School diploma or equivalent is required; A degree or certification in Purchasing/Inventory Management is highly preferred.
- 3-5 years' experience working in a Procurement/Purchasing role (Food Manufacturing an asset).
- Outstanding communication and interpersonal abilities.
- Strong in Microsoft Office: Excel, Outlook, and Word.
- Ability to work in tight deadlines, multitask, establish priorities, and work and think independently.
- Prosper working in a team environment and be able to work independently.



- Excellent written and verbal English skills (Cantonese or Mandarin an asset).

Fine Choice Foods offers a competitive salary and comprehensive benefits program (Health & Dental, MSP, Retirement Savings plan, and Performance Bonus). Interested applicants can apply via this website or directly at jobs@finechoicefoods.com.

We thank all applicants for their interest in our Company and regret that only those shortlisted candidates will be contacted.

Fine Choice Foods Ltd. is an equal opportunity employer that embraces diversity in the workplace and encourages applications from qualified women, men, visible minorities, aboriginal peoples, and persons with disabilities.