



## **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 will act as support staff to the Financial Quality Control and Procurement Manager and must be extremely detail oriented and highly organized. This position is responsible for monitoring supply inventory levels for multiple facilities, and facilitating packaging redesigns with customers and suppliers.

### **Essential Duties and Responsibilities:**

- Monitor supply inventory levels for multiple facilities
- Interact with customers and suppliers to facilitate packaging redesigns for compliance with production and regulatory
- Interact with sales, accounting, transportation and other procurement team members to identify and meet the ongoing supply needs of the business
- Minimize procurement related business disruptions by identifying, reporting, and resolving defective packaging with vendors
- Support month-end and year-end close process
- Maintain proper documentation in all formats of recordkeeping
- Perform other duties as assigned

### **Knowledge, Skills, and Abilities:**

- Exceptional attention to detail and strong organizational skills
- Demonstrated ability to effectively manage complex projects among multiple departments
- Self-motivated and the ability to multi-task projects and adhere to deadlines
- Excellent written and oral communication skills, and ability to work within a team
- Ability to complete tasks with limited supervision, strong initiative and analytical skills
- High skill level of Microsoft Office Products, with emphasis on Excel
- Familiar with navigating Adobe programs and functions

### **Education and Experience:**

- Associates Degree or equivalent required
- A combination of education and experience may be considered at Grassland's discretion

### **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