



<b>Job Title:</b>	Supply Relations Manager	<b>FLSA Status:</b>	Exempt
<b>Department/Location:</b>	Riverhead Resources	<b>Reports to:</b>	Executive Director of Feed Energy
<b>Supervises:</b>	N/A	<b>Travel Required:</b>	Yes
<b>Schedule:</b>	Varies	<b>Position Type:</b>	Full-Time

**Job Summary:** Manages the procurement process, distribution, and forecasting of supply for Feed Energy *{and supports FEC Solutions}* to ensure adequate supply to meet current and future production and customer needs.

**Values :** Employees will be required to demonstrate the following values in every day work interactions:

**Riverhead Resources/Feed Energy/FEC Solutions Core Values:**

1. Servant Leadership/Integrity & Honesty – say what we mean and do what we say/Transparency
2. Focused & Disciplined/Uncompromising on Quality/Profit is a by-product of creating value
3. Win/Win/Win/Strive to Exceed Service Expectations/Consider the greater good
4. Contagiously Energetic/Team-Oriented/Long-term relationships through superior service and Do the right thing

**Duties and Responsibilities:** Employees will be required to perform the following duties/responsibilities:

**Business and Administrative Responsibilities:**

- Designs and implements supply based processes that support the business goals and strategies of our SBU's and that will be adaptable to changing market conditions, new business opportunities and cost reduction strategies.
- Manages and oversees overall supply operations, including establishing purchase agreements, formulaic and market-based pricing, vendor selection and investigation of new feedstock materials.
- Creates supply plans, positions, forecasts and projections by feedstock type and supplier that ensure availability of materials and products.
- Maintains supplier records, using automated systems.
- Defines and establishes relationships with new and prospective vendors to support future growth and other required supply demands.
- Analyzes and monitors forecasts, projections, market conditions and ingredient positions to identify opportunities/threats that will affect supply activities.
- Defines performance metrics for measurement, comparison, or evaluation of supply factors to include but not limited to cost, quality and service.
- Develops, implements and performs Vendor Approval and Vendor Performance Audits per the quality / food safety program.
- Negotiates formulaic pricing, terms and supply based contracts with suppliers and other vendors.
- Defines, develops and implements new, improved or benchmarked supply based processes.



- Makes recommendations to improve productivity, quality, effectiveness, and efficiency of all operations.

**Productivity, Quality, & Safety Responsibilities:**

- In collaboration with Transaction Management and Customer Relationship Management, develop parameters for spot pricing for suppliers.
- Adheres to Company safety standards and protocols.

**Teamwork and Collaboration:**

- Develops procedures for coordination of supply chain management to collaborate with other SBU's and functional departments (marketing, finance, sales, production, logistics, etc.).
- Meets with suppliers routinely to discuss performance metrics, to provide performance feedback, and to discuss forecasts, changes, or other needs.
- Contributes to a positive work environment.

**Customer Service and Communication:**

- Communicates with customers, competitors, suppliers, professional organizations, or others to stay abreast of industry or business trends.
- Manages supplier relationships for all accounts.
- Coordinate customer service for defined accounts.
- Communicates effectively with other team members.

**Other duties assigned:**

- Other duties as assigned.

**Specifications:** Employees will need to be able to perform the following:

**Knowledge, Skills and Abilities:** Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective distribution of fats, oils and related byproducts. Knowledge of business and management principles involved in strategic planning, resource allocation, and coordination of people and resources. Knowledge of transportation including methods for moving goods by rail and road, including relative costs/benefits. Knowledge of computers, economics, and mathematics. Great customer service skills, complex problem solving, and active listening are required. Must have the ability to think critically and to make sound decisions.

**Educational Development:** Bachelor's degree in business, supply chain management, or similar field required.

**Experience:** 4-6 years of supply chain management experience required. Experience with both road and rail transportation is preferred.

**Goals:** The employee is responsible for individual goal achievement defined annually based on business needs:

**Goal achievement:** Responsible for assisting the organization in meeting strategic plan and SBU specific goals.



***DISCLAIMER CLAUSE***

I have read and understand the information contained in the Position Description and Specifications. I further understand that this Position Description and Specifications is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts, or working conditions associated with this position. I may be required to perform additional tasks necessary to meet Company objectives.

Approved By:		Date:	
Employee Signature		Date:	