



JOB TITLE: Purchasing Manager
REPORTS TO: Director of Business Operations
STATUS: Non-Exempt
WORK SCHEDULE: Regular/Full time/Varied Hours/Weekends (if necessary)
LOCATION: On Site

COMPANY INFORMATION

Coastal Vineyard Care Associates (CVCA) is a leader in vineyard management. From Santa Barbara to San Luis Obispo County, CVCA provides the design, farming, and management for the best vineyards on the Central Coast. CVCA takes pride in leading the industry in vineyard design, farming techniques and pesticide protocols; ensuring our vineyards are sustainable and healthy; yielding the highest quality fruit possible. From the ranch to the business office, CVCA takes pride in hiring the right people for the right job.

CVCA MISSION STATEMENT

We are thoughtful farmers, committed to excellence for our team, vineyard clients, and winemakers. We are dedicated to providing a safe, healthy, and rewarding work culture. We strive to protect the land, build sustainable relationships, and support our community. We are uncompromising in our position as the premier vineyard management company on the central coast.

JOB DESCRIPTION:

The primary responsibility of the Purchasing Manager is to supervise the process of sourcing and purchasing essential materials for Coastal Vineyard Care. The Purchasing Manager will research material suppliers and compare costs, negotiate purchase agreements and develop inventory control to identify demand for new products/material.

Duties include but are not limited to:

- Evaluate suppliers and negotiate contracts to achieve the lowest price for high-quality goods.
- Develop procurement rules and regulations
- Establishing guidelines on how often the company gets price quotes for items, the number of bids to accept and which vendors to consider
- Act as liaison between Field Operations, Transportation, and all other departments
- Produce and maintain weekly purchase activity reports and other special packaging
- Assist in developing processes and policies to meet our customer and industry requirements for packaging quality
- Manage material inventory including system setup, reporting, receiving verification, Bill of Materials (BOM), etc.
- Ensure process completion of all vendor transactions for timely accounting of all vendor payments and credits
- Responsible for executing the day-to-day purchasing from vendor selection through receipt and inspection of products

- Timely maintenance of purchase data
- Align delivery of supplies, materials, equipment, and services
- Responds to internal stakeholder inquiries about order status, changes or cancellations
- Daily managing of Purchase Price Variance, forecasting and reporting of PPV for weekly / monthly financial reviews
- Provide purchasing support to all departments as needed

SKILL / QUALIFICATIONS REQUIREMENTS:

- Minimum 3 years experience in purchasing, accounting areas, and working with Bill of Materials
- Experience in production planning and harvest operations
- High School Diploma required, and college degree preferred but not required
- Proficient in MS Office, Excel, PowerPoint, and accounting and invoicing
- Experience with Material Requirements Planning (MRP)
- Excellent oral and written communication skills
- Ability to succinctly communicate
- A strong understanding of vineyard seasonality transitions, and harvest coordination
- Driving passion for effective and efficient purchasing
- Strong self-motivation and the ability to work alone for extended periods of time

EQUAL OPPORTUNITY EMPLOYER

CVCA provides equal employment opportunities to all employees and applicants for employment. *(CVCA proporciona igualdad de oportunidades de empleo a todos los empleados y solicitantes de empleo)*

I acknowledge that I have reviewed the job description and the physical qualifications, and I confirm that I am able to perform the duties as described. I understand that the falsification, misrepresentation, or omission of the facts on any required document submitted may be cause for denial of employment or immediate termination, regardless of when or how discovered. Due to our dynamic industry, I understand this job description may change.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____

Human Resources Representative: _____

Date: _____