

Crofters is growing and we are seeking an energetic, reliable & flexible team player to join our Team.

Here's your chance to join a highly skilled team of professionals at one of North America's pioneering brands in the organic food movement! Crofters Food Ltd, known in the grocery aisles as Crofters Organic Fruit Spreads, is the leading manufacturer of organic jams, jellies and fruit spreads in North America. Headquartered in picturesque Parry Sound, Ontario, about two hours north of Toronto, we manufacture a vast array of fruit-based spreads sold in stores across Canada, the United States, and select international markets. From the way we source our fruit, to the way we carefully manufacture our products using forward-thinking sustainable processing techniques, to our innovative, health-conscious formulations, every aspect of our operations receives the care and attention they deserve. A small but mighty team, with the support of a US based private equity firm, join us as we look to aggressively scale our business on our mission to become one of the leading organic food brands in North America.

Position Overview: Purchaser

The Purchaser - Ingredients owns sourcing and inbound delivery for all production ingredients, including organic fruit, purées, concentrates, sweeteners, pectins and other additives, as well as any ingredients introduced for future products. The buyer turns production needs into purchases, tracks each order through receipt, resolves exceptions and flags risks before they disrupt production.

Quality approves suppliers and makes material disposition decisions. Freight providers and brokers perform their specialist work. The buyer coordinates the handoffs and follows each issue through closure.

Key Responsibilities

Procurement and Sourcing Responsibilities

1. Translate the supply plan and production schedule into ingredient purchases, considering inventory, open orders, lead times, shelf life, storage and cash. Use the demand outlook for longer-term sourcing commitments.
2. Source current and future production ingredients. Compare suppliers on specification, availability, total landed cost, capability and risk, and develop alternate sources where needed.
3. Support fruit crop planning and longer-term ingredient contracts with volume forecasts, quotes, pricing analysis and negotiations. Commit within delegated authority.

Purchasing and Inbound Delivery Responsibilities

1. Place and maintain purchase orders; confirm specifications, quantity, price, ship dates and arrival dates; keep ERP & inventory records current.
2. Track orders from supplier readiness through freight, customs where applicable, and receipt. Coordinate suppliers, carriers, forwarders, brokers and warehouses; act when a milestone slips.

3. Obtain specifications, organic and traceability records, and shipment documents with Quality. Follow holds, shortages, damage, claims and discrepancies through resolution, escalating practical options early.

Material Visibility and Risk Management

1. Maintain a current view of material coverage, confirmed arrival dates and at-risk orders. Alert Scheduling, Operations, Supply Planning, Quality and Warehousing early when supply could affect production, with recommended actions and a clear next update.
2. Monitor supplier delivery, quality issues, cost and inventory exposure, and follow corrective actions through closure.

Experience and Skills

1. 3+ years' experience buying food ingredients or raw materials for manufacturing or importing, with demonstrated ownership through delivery and receipt.
2. Ability to turn supply plans into material requirements, use demand forecasts for longer-term sourcing, and evaluate landed cost, service and supply risk.
3. Strong supplier communication, negotiation, follow-through and organization; confidence with ERP systems and Excel.
4. Experience with organic ingredients, crop cycles, fruit processing, international freight, Incoterms or import documentation is an asset.

Rate of Pay and General Terms

\$27.00 – 35.65 per hour

Hybrid Position

Company Employee Benefit Program and RSP Program

What Success Looks Like

Production has the materials it needs, and shortages are identified early enough to act. Every open order has a credible arrival date and a clear next step when at risk. Supplier decisions balance cost, cash and continuity of supply.