



Position Announcement

Corporate Procurement Manager

About Second Harvest of Silicon Valley

Founded in 1974, Second Harvest of Silicon Valley is a trusted leader in ending local hunger, distributing healthy groceries through a network of 310 partners at 1,000 sites in Santa Clara and San Mateo counties. This also makes Second Harvest one of the largest food banks in the nation. Due to the prohibitively expensive cost of living in Silicon Valley, hunger is at an all-time high as more and more families are forced to sacrifice nutritious food for housing. Second Harvest is helping to keep people healthy by providing enough nutritious food for over 58 million meals a year — half of which is fresh produce. Second Harvest also connects people to federal nutrition programs and other food resources, and advocates for anti-hunger policies on the local, state and national levels. To learn more about how Second Harvest is building a hunger-free community, visit shfb.org.

About the Position

As Procurement Manager you will be responsible for the process of evaluating vendors for purchasing of non-food products and service contracts for the facilities. The Procurement Manager will meet with vendors and suppliers to negotiate and manage contracts and agreements for Second Harvest.

Duties and Responsibilities

- Devise and use fruitful sourcing strategies
- Find suppliers and vendors to initiate business and organize partnerships
- Negotiate with suppliers and vendors for best pricing and service to match our needs
- Approve the ordering of necessary products and services
- Finalize purchase details of orders and deliveries
- Re-examine current contracts and place out to bid if needed and approved by director
- Track and report any key functional metrics to reduce expenses and improve effectiveness
- Collaborate and communicate with key personnel and departments for their supply and service needs
- Manage, track and prepare invoices for payment approval
- Perform risk management for supplier and vendor contracts and agreements
- Support other purchasing as needed
- Perform other duties as assigned in order to satisfactorily complete Second Harvest of Silicon Valley's goals and objectives.

Qualifications

- Bachelor's degree from an accredited college or university or equivalent of directly related work experience. Background in produce quality is preferred.
- Excellent people management and customer service skills with the ability to influence; work pro-actively and effectively to build consensus among cross-functional teams and external partners



Curtner Center
750 Curtner Avenue
San Jose, CA 95125
408-266-8866

Cypress Center
4001 North First Street
San Jose, CA 95134
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Bing Center
1051 Bing Street
San Carlos, CA 94070
650-610-0800



SECOND HARVEST
of SILICON VALLEY

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- Exceptional written and verbal communication skills
- Exceptional organization and prioritization skills, with meticulous attention to detail
- Strong critical thinking skills, decision-making skills and natural good judgment with the ability to assess situations and make strategic recommendations to enhance procedures
- An independent, self-motivated, and forward-thinking individual with the desire and ability to take initiative and move projects forward
- Excellent computer skills, particularly in word-processing and database management
- Ability to make frequent changes of routine and pace of activity due to unpredictable demands without loss of efficiency or composure
- Flexibility to adjust in a changing environment and willingness to take on additional responsibilities
- Completion of the manager level food safety certification within 90 days of employment
- Ability to perform duties in accordance with Second Harvest's Safety Policies and Injury Prevention Program

Possession of a valid California driver license and a clean DMV record. Willingness to drive personal vehicle, as necessary. Compensation for business mileage to be reimbursed at standard IRS rates

Position Title:	Procurement Manager
Reporting to Title:	Director of Facilities
Location:	Second Harvest of Silicon Valley, 750 Curtner Ave. San Jose, CA 95125
Compensation:	Full-time, Exempt. Competitive salary commensurate with experience. Generous health benefits, Flexible Time Off (FTO) starting at 200 hours/year, ten paid holidays, and excellent retirement savings plan

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