



Sourcing Specialist Job Description

To Apply: Please contact Georgia Ferguson at gferguson@dailytable.org with the subject line "Sourcing Specialist," and include your resume and a brief description of your interest in the position.

About Daily Table:

Daily Table is a nonprofit grocery store chain with a mission to bring affordable, delicious, healthy foods to communities that need it most. We provide grab-n-go meals, fresh produce, groceries and other nutritious foods at a fraction of the prices found elsewhere. Daily Table operates five stores in the Greater Boston area.

Position Summary:

Daily Table is seeking a Sourcing Specialist to ensure our stores are well-stocked with quality products that resonate with our customers and create the 'thrill of the hunt' shopping experience in our stores. This position manages existing supplier relationships and finds new buying opportunities and donations for our retail stores and commissary kitchen. Daily Table offers a positive and supportive working environment, health insurance, employee discount, and unlimited PTO.

Duties & Responsibilities:

- Aggressively seek, source and acquire great value products - including discounted, short-coded, and donated - that align with Daily Table's mission and excite customers
- Pitch Daily Table sourcing partnership program to suppliers, producers and retailers
- Build and strengthen new and existing supplier relationships to further Daily Table's mission and financial performance; attend trade shows as appropriate
- Issue purchase orders to vendors and follow up to ensure shipments are on schedule
- Review offers and submit bids from diverter/closeout wholesalers and brokers
- Assist department lead with regular category reviews and identify key areas of growth and opportunity for Daily Table's product offering
- Track and evaluate performance of new vendors, products and programs
- Enter new items into point of sale database and online ordering portal and maintain integrity of data
- Communicate to store teams about new items, stockouts, price changes, lead times and other high priority information
- Support store teams to ensure they are consistently stocked with product, respond to credit requests
- Ensure invoices are reconciled with receiving paperwork and paid on time
- Other tasks and projects as assigned by department lead

Qualifications:

- A strong commitment to the mission of Daily Table
- Understanding of the process for product purchasing
- Extremely self-motivated, is always looking for the next opportunity and relationship
- High sense of urgency and bias for action
- Exceptional negotiation skills and ability to sell the mission of Daily Table to potential suppliers
- Excellent interpersonal, networking and relationship-building skills
- Strong communication skills, both oral and written
- Attention to detail as well as the ability to prioritize and meet deadlines
- Ability to work varied hours/days as business dictates
- Proficient computer skills

Salary:

\$65K annually with benefits