



Sourcing and Procurement Specialist

Our Purpose

We are renewing the planet through our innovative supply chain management to eliminate packaging waste. We specifically focus on driving adoption of packaging that gets composted. If we must use packaging, let's at least return it to the earth to renew the soil. We believe that within 10 years, people will look at wasteful packaging the way we now look at cigarettes - what were we thinking?!

To help us make this happen, contact: jobs@elevatepackaging.com

Role of Supply Chain at Elevate

Supply chain management is a strategic pillar at Elevate and is the source of much of our differentiation embedded in substantial IP. Being world class in managing everything from raw material planning to the shipping of finished goods is critical. Our supply chain innovations are what enable us to be the leaders. Protecting our differentiated know-how is a key responsibility of this department.

Reports To: CFO

Core Responsibilities of Sourcing and Procurement Specialist

- Manage Demand Planning processes and tools
- Place Purchase Orders and Continuously Improve Purchase Order Process
- Manage Purchase Orders to On-Time Delivery and Quality while Building Great Vendor Relationships and Continuously Improve the Efficiency and Speed of Information
- Keep Elevate's Data Systems Accurate Regarding Purchase Orders to Help Fulfillment and Customer Service Teams Plan and Communicate
- Coordinate the Logistics of Receiving Purchase Orders to Help the Fulfillment and Customer Service Teams Plan
- Coordinate and Collect the Results for Quality Management
- Manage Errors Related to Lead Times, Quantities and Quality to Prevent from Recurring
- Manage Vendors to a Scorecard

Company Culture

We are working together to renew the planet. This requires us to solve hard problems. We must have a love for great problem-solving and must be team-oriented to support each other in problem-solving.

- Collaborative and Inclusive Team that is Supportive and Open to Any Questions or Ideas
- Love for Great Problem Solving
- Innovative
- Care Deeply About the Planet and About Our People
- Friendly and Tight-Knit



Ideal Candidate

- Motivated individual who is enthusiastic about our products
- Experience in sourcing and procurement
- Process-oriented in rational decision-making
- Passion for attention to detail and process rigor
- Great at building relationships with vendors and holding them accountable
- Willing to “take out the trash”
- Loves working at a fast pace

At Elevate Packaging, we offer

- The opportunity to have a tangible, hugely positive impact on the planet
- Opportunities for growth in a fast-growing company with proven leaders
- Work with a collaborative team of A+ individuals who love working together
- Free At-Home composting pickup service
- Competitive compensation aligned with success
- Health benefits and Retirement Account