



JOB DESCRIPTION

Job Title: Wood Procurement Specialist
FLSA: Exempt
Reports to: Jeff Knapé

Department: Corporate
Status: Full Time

Wood Procurement Specialist

The primary duty of the Wood Procurement Specialist is to coordinate and manage the procurement of pine and poplar round wood to ensure a constant flow of logs into the sawmill to drive the maximum mill operating efficiency with high quality and cost-effective logs. This position will also be responsible for the sale and delivery of all mill's residual products.

Responsibilities Include:

- Lead negotiation of pricing contracts with suppliers, manage and direct the procurement specialists' activities.
- Provide expertise in management of supply chains and finding alternate suppliers.
- Develop and implement new purchasing strategies to deliver ongoing cost reductions and process simplification.
- Develop and execute the annual strategic purchase and inventory plan to provide the highest value fiber to the mill customers.
- Establish new relationships with suppliers to ensure adequate resources for all projects and to continually improve pricing and quality.
- Communicate effectively with all stakeholders including peers, direct reports, the fiber procurement team, management, landowners, and suppliers in verbal and written form related to relevant operations, strategies, and status of execution. Ensure direct reports understand current inventory.
- Maintain close communication with sawmill management to determine log volume requirements. Establish a plan that ensures log deliveries match mill consumption and size requirements while maintaining maximum cost efficiency.
- Monitor and manage the log quality improvement program to ensure all supply sources maintain established quality standards. Insure prompt resolution of any sub-par quality issues.
- Assess market for residuals with goal of maximizing returns to the mill.
- Develop and maintain a supply force which will provide the required supply of logs during all seasons of the year and varying business cycles.
- Monitor and supervise the forester's daily and weekly activities.
- Provide appropriate training and development for foresters.
- Ensure all agreements, contracts, and internal documents are properly prepared, signed, distributed, and filed.
- Prepare accurate and timely reports for month-end information and monthly and quarterly forecasts.



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Job Requirements

Education and Experience: *The requirements listed below are representative of the knowledge, skill, and/or ability required.*

- Undergraduate Degree in Forestry, Environmental Management, Supply Chain, Logistics, Business, Purchasing or related course of study.
- **Certifications/Licenses: Desired but not required:** Institute of Supply Management (ISM): Certified Professional in Supply Management (CSPM) or Associate Professional in Supply Management (APSM)

Essential Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Expert understanding of the timber industry, contracts, dealer and landowner relationships
- Excellent verbal communication and presentation skills
- Superior leadership relationship building skills
- Ability to manage multiple priorities and relationships as part of the mill and fiber management team
- **Computer Skills:** Required Microsoft Word, Excel, PowerPoint experience. Desired experience with Oracle JD Edwards or similar ERP software such as SAP.

Language Skills

- Ability to read, write and speak English proficiently.

Physical Demands: *The physical demands describe here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.*

- While performing the duties of this job, the employee is regularly required to talk or hear.
- Frequently required to stand, sit, use hands to feel; reach with hand and arms, and stoop, kneel or crouch.
- At times, prolonged periods of walking may be required.
- At times, may require more than 40 hours per week to perform the essential duties of the position.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The position operates in standard office and greenhouse environments.



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- The position operates in temperatures that are common outdoors.
- This role routinely uses standard office equipment such as a computer, phone, printer/scanner, and filing cabinets.
- Travel to other Profile Plants and suppliers, as required.

I have read and understand this explanation and job description.

Print Name: _____

Signature: _____

Date: _____