



**EAST DENVER
FOOD HUB**

5080 Paris Street Denver, CO 80239
720-722-3425

Sales & Procurement Specialist

Pay rate: \$55,000 - \$60,000

Generous PTO & Paid Sick Leave

Wholesale pricing on all additional food purchases

Guaranteed two work-from-home days per month

Reports to the Executive Team, CEO and CFO

East Denver Food Hub (EDFH) is a social enterprise that develops a resilient, equitable, and compassionate local food ecosystem based on equity and inclusion, and environmental stewardship. EDFH focuses on local food aggregation and distribution, as well as educating the public on the value of supporting and investing in local farms. This sales position is a critical role for our company to ensure continued growth and impact in our local food ecosystem.

Procurement

- Develop, maintain, and nurture relationships with our current and future farmers and producers
- Maintain a deep knowledge of local growing seasons and local product availability
- Production planning with producers; analyze sales data to inform seasonal procurement with Operations Manager and Executive Team
- Develop procurement strategies and SOPs with Operations Manager
- Lead procurement for institutional accounts

Sales

- Conduct purchase planning with customers
- Maintain and nurture relationships with existing customers
- Make in-person visits and presentations to existing and prospective customers.
- Participate, review and oversee input of orders for customers via communication with inside sales partners.
- Review, analyze and react to daily/weekly sales and margin reports looking for improvement opportunities.
- React timely to customer problems and needs.
- Offer excellent and timely customer service; be responsive by phone and email, represent the values of EDFH in each interaction
- Increase frequency and size of customer orders by upselling, regular customer check-ins, and developing and incorporating other sales strategies

Logistics

- Use food hub software to manage all purchases, inventory, customers, and sales.
- Collaborate with Operations Manager on all weekly sales / procurement dashboards and spreadsheets are accurately up to date and share with all Operations staff
- Work with warehouse and delivery teams to ensure all orders are packed accurately and distributed properly; troubleshoot any issues between customers and delivery team

Other duties:

- Follow all food and worker safety guidelines (training provided)
- Each employee is expected to work as a team to promote our mission of building an equitable, resilient, local food system. Additional duties may be assigned in service of that mission

Ideal skills, traits, & values:

- Proficiency with Google Suites and/or Microsoft Office. Ability to learn/use other software including ERP and CRM software
- Detailed knowledge of fruits, vegetables and other farm products (required)
- 2+ years sales experience (preferred, but not required)
- Detail oriented. Excellent problem-solving skills. Collaborative, creative, and flexible.
- Effective communication (verbal and written) and organizational skills.
- Bilingual English/Spanish a plus (not required)

Please send resume and cover letter along with 3 references to info@eastdenverfoodhub.com

*East Denver Food Hub values the diversity of our communities and never discriminates based on race, color, sex, national origin, religion, age, disability, marital status, pregnancy, sexual orientation, gender identity, genetic information, or any other non-merit-based factor. **BIPOC, LGBTQIA+, and members of other marginalized groups are encouraged to apply.***