



Milligan Bio-Tech Inc. is a privately held company with its main operations in Foam Lake, Saskatchewan. The facility officially opened in June 2009 and has steadily grown its customer base for bio-diesel and allied products. Bio-diesel is currently sold into Western Canadian markets. Milligan's other products are sold throughout Canada both directly through Authorized Dealerships and through their Distributor network.

With plans for rapid and immediate growth Milligan Bio-Tech Inc is currently seeking a Seed Procurement Specialist to support its Foam Lake Saskatchewan facility. The Seed Procurement Specialist is accountable for ensuring a cost effective and sustainable supply of seed is available to Production at all times. Through the development of strategic relationships with producers and processors, the Seed Procurement Specialist will also support the company's ability to grow over the next 3-5 years. The position will be responsible to work as a member of the plant's Production Team in order to develop and execute both operational (i.e. annual) and strategic plans for the business. This position is considered to be a key progression step in the company. Depending on the qualifications and circumstances of candidates, the location of this position is yet to be determined.

Specific duties and responsibilities of the position will include:

- Establish contact with suppliers and potential suppliers and foster favourable business relationships
- Procure canola seed consistent with plant requirements (quality and volume) and negotiate prices that are consistent with business plans
- Schedule deliveries of seed to the plant consistent with Production and logistical requirements
- Identify improvements in seed procurement. Formulate solutions, propose them to management and lead the effective implementation of them.
- Participate in regular Production meetings providing appropriate guidance and support to activities focused on production and reliability
- Participate in planning activities for shut downs, budgeting, project implementation etc.
- Support and lead corporate and site-specific improvement initiatives appropriate to the skills and definition of the position
- Support and follow corporate policy and processes
- Work effectively with the Production Team to achieve the needs of the business
- Manage databases related to seed procurement and prepare regular business reports based on both historical and forward-looking perspectives

- Represent the company and its shareholders in a favourable manner at all times
- Act with the highest level of professionalism, integrity and ethical character at all times
- Other responsibilities as required

Qualifications

The ideal candidate must have

- Post secondary education in the area(s) of agriculture, commerce, engineering, procurement and/or logistics
- Experience (more than 3 years) in a processing operation or agricultural business with focus on operations, logistics or procurement
- Demonstrated ability to establish new business contacts
- Working knowledge of applicable laws and standards related to seed procurement, transportation and analysis
- Familiarity and working knowledge of farming practices, grain pricing, hedge strategies
- Proven ability to understand, develop and manage cost reports, budgets, purchasing contracts and specifications
- Strong interpersonal and communication skills
- Competence with Microsoft Office applications

Additional qualities of the ideal candidate include

- Understanding of seed processing industry in Western Canada including terminal and processing operations
- Previous experience in the strategic management of seed supply
- Experience with ERP, accounting and maintenance planning systems

Interested candidates should send their resume and cover letter via email to randerson@milliganbiotech.com with "Seed Procurement Specialist" as the subject. Only candidates selected for an interview will be contacted.