

Twin Rivers Paper Company is a leader in the production of specialty papers. We are pleased to announce that our New York Operation is seeking a committed individual to join our team and grow their career as a full-time:

**Procurement Specialist**

**Reporting to the Director of Technical Services, the Procurement Specialist is responsible for:**

* Developing and providing ongoing analysis and reporting on key commodity indexes aimed at identification of cost reduction/optimization opportunities.
* Managing supplier onboarding and maintenance across all Twin Rivers locations;
* Actively supports and promotes safe work practices throughout the mill by being present at safety activities and personally encouraging safe behaviors.
* Manages material flow to ensure inventory is maintained at the optimum level to support on time customer deliveries while keeping inventory holdings at the appropriate levels.
* Assists in the development of the annual budget, tracks performance, identifies and implements opportunities to improve cost performance.
* Attends and supports the daily mill production meeting and participates in other meetings such as safety, capital/project reviews, contractor performance, business review, project scheduling, budget review and staff meetings as required.
* Observe and follow plant rules for safety and GMP.
* Follow the Twin Rivers Food Safety Policy and food safety procedures when performing all tasks.
* Other related tasks as assigned

**Requirements:**

* Bachelor’s Degree in a Finance/Business related field and a minimum of 1- 3 years of related experience in a manufacturing environment.

Twin Rivers Paper offers a competitive salary and an extensive benefit package. Please send your letter of interest and resume to:

Twin Rivers Paper Company - Human Resources Department

501 West Main Street, Little Falls, NY 13365

Or by Email: [newyorkjobs@twinriverspaper.com](mailto:newyorkjobs@twinriverspaper.com)

# Applications will be accepted until the position is filled.

Twin Rivers is an equal opportunity employer, and all qualified applicants will receive consideration without regard to race, color, religion, gender, national origin, disability status, protected veteran status, or any other characteristic protected by law.