



**KAGOME FOODS INC.  
JOB DESCRIPTION**

**JOB TITLE:** Costing Administrator

**JOB IDENTIFICATION:**

FLSA STAT: NON-EXEMPT  
REPORTS TO: Production Control/  
Operations Manager/Supervisor

**JOB PURPOSE AND SUMMARY**

This job requires the Costing Administrator to perform the following tasks:

- Gather new ingredient information from suppliers and/or R&D to have new item numbers and IDs created if needed
- Gathering info to have new suppliers set up if necessary
- Accurately cost potential new products using costing spreadsheets
- Negotiate best pricing with vendors
- Pursue opportunities to consolidate ingredients, when possible, to optimize use and minimize loss
- Working with scheduler to schedule product trials in production
- Gathering information for trial billing purposes for approval and invoicing of customers
- Maintaining master pricing file
- Manage shelf-life material list and holds list
- Update costings for current products quarterly
- Participate in physical inventories twice per year
- Any other duties as assigned by supervisor

**DUTIES AND RESPONSIBILITIES**

% OF

ITEM TIME JOB FUNCTIONS

1. 35% gathering new raw material information for costings and completing costings in a timely manner
2. 20% Working with R&D to optimize ingredients
3. 20% Negotiating pricing with vendors based on volumes/needs
4. 10% Working out details for trials
5. 5% gather billing info for trials
6. 10% filling in where needed within the Purchasing Dept, maintaining at risk materials  
100%

## **POSITION DIMENSIONS AND QUALIFICATIONS**

### *Internal Contacts:*

Operations Manager – Supply Chain, Operations Personnel, and Inventory Personnel

### *External Contacts:*

Vendors

### *Education Level and Focus:*

High School diploma or equivalent; Willingness to continue education through approved courses or classes that will enhance personal and professional growth

### *Years and Type of Related Experience Required:*

Some previous work-related skill, knowledge, or experience may be helpful in this occupation. Exposure to manufacturing environment.

*Preferred Skills:* experience in product pricing, negotiation skills, production planning, working with customer forecasting and material contracting, basic knowledge of logistics and raw material procurement, knowledge of BOMs work and their set up, publishing FG numbers. Experience with SAP or Macola is a plus but not required.

## **SKILLS AND ABILITIES**

### *Uphold Kagome's Values:*

Employee works well with others as a team and treats others with respect. Conducts self in a professional manner and exhibits the highest level of integrity. Maintains a positive attitude through good working relationships with our customers, visitors, and co-workers that emphasizes our commitment to good customer service.

### *Employee Retention:*

Build a culture employee's and/or co-workers want to be a part of. Be helpful to others and work as a team toward company goals. Participate in an exceptional onboarding experience for new hires and ensure they have the necessary tools to succeed in their roles by welcoming and assisting them

### *Interpersonal and Communication:*

Effectively able to communicate with management, co-workers and external contacts, good telephone skills

### *Technical and Analytical:*

Typing, PC and assorted software programs such as Excel and word processing, 10 key, operate general office equipment (e.g., copier, fax machine, typewriter). Ability to gather, analyze and identify problems

### *Administrative and Operations:*

Must adhere to departmental procedures; must also follow all safety guidelines, organize job responsibilities to complete work on a timely basis.

*Physical Demands:*

Ability to sit and work in front of computer terminal for long periods (may sit for approx. 7+ hours with 2-hour intervals being in a stationary sitting position). May lift up to 25 lbs.

*Work Environment*

Office environment with low to moderate noise levels with air conditioning and heat. May be required to go in warehouse area with high noise levels, wet floors, forklift and pedestrian traffic, extreme hot/cold climate

*Special Requirements:*

Willing to work overtime, holidays, and weekends as requested.