



Job: Colombia Green Coffee Buyer

Based at: Bogotá, Colombia

Start Date: November 2022

Reports to: Sourcing Manager

Job type: Full Time, Salaried

Job Summary: To purchase green coffee, perform quality analysis, collaborate with logistics and provide sales support.

KEY RESPONSIBILITIES AND TASKS:

1. Buy coffees that meet Ally Coffee specialty standards
2. Evaluate coffees
3. Support sales team
4. Collaborate with farmers to achieve mutual growth and success
5. Complete paperwork, food safety documents; maintain documentation in a timely manner with precision with company systems
6. Collaborate with staff; Participate in all-team activities and duties, when required
7. Cultivate positive working relationships with producers, mills, and exporters

QUALIFICATIONS:

1. Ability to make sound decisions without supervision
2. Outstanding organization skills with keen awareness of administrative realities of the job.
3. Good written communication skills with contracts, documents, information and interpersonal
4. Positive customer support behaviors: Positive, respectful and helpful with a value of service
5. Good judgment and ability to collaborate or request assistance when needed
6. Technological background - comfortable adapting to new technology and telecommunications
7. Passionate about specialty coffee
8. Excited to be part of a growing team and advancing company goals
9. Fluent in Spanish and English

Application Instructions: Please send a brief cover letter and resume to HR Department, Larissa Magalhães: larissa@allycoffee.com