



## *JOB DESCRIPTION*

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**POSITION:** Buyer  
**DEPARTMENT:** Purchasing  
**REPORTS TO:** Corporate Director of Supply Chain  
**CLASSIFICATION:** Non-Exempt  
**APPROVED BY:** Chief Operating Officer  
**APPROVED DATE:** 10/1/17

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### **Summary**

Responsible for procuring supplies and managing inventory levels for three locations. Monitor sales records and inventory levels of current stock to evaluate/forecast product needs. Maintain optimal stock to avoid back orders and excess inventory. Obtain highest quality goods at lowest price. Issue and expedite purchase orders and ensure timely delivery. Identify savings opportunities, issue RFX's, evaluate and recommend best pricing program. Establish and maintain open and strong communication with internal and external customers.

### **Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Manage inventory based on historical and anticipated usage.
- Verify PO information including proper product cost, delivery dates, product descriptions etc.
- Confirm POs and enter acknowledgements into ERP system.
- Review and verify past due PO report, follow up with suppliers to address overdue POs and ensure timely delivery.
- Coordinate order status update from suppliers.
- Resolve changes and discrepancies and update POs with current information.
- Assist in resolving issues regarding damaged/inferior products, sales request, returns, invoice discrepancies, etc. Monitor accuracy of freight filings.
- Assist in maintaining/obtaining optimal inventory by monitoring and managing process of excess inventory and dead stock.
- Issue and expedite purchase orders.
- Identify savings opportunities and secure best pricing options.
- Manage product lines to keep optimum inventory levels.
- Meet or exceed desired fill rates.

- Maintain accurate data base for assigned product lines and suppliers.
- Implement and manage corporate programs.
- Issue RFX's, evaluate suppliers/product quality, negotiate prices and terms, and analyze bid proposals.
- Interpret and communicate purchasing processes and procedures to internal and external customers.
- Maintain strong communication with customers, resolve issues in a timely manner and follow through.

### **Competencies**

- Customer Focus
- Organizational Skills
- Problem Solving/Analysis
- Time Management
- Communication Proficiency
- Technical Capacity
- Collaborations Skills

### **Supervisory Responsibility**

This position has no supervisory responsibilities.

### **Work Environment**

This job operates in a large room with own cubicle space. This role routinely uses standard office equipment such as computers, telephone, headset and photocopiers.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **Position Type/Expected Hours of Work**

This is a full-time position, Monday through Friday 8:00 a.m. – 5:00 p.m. Occasional early or late hours may be required as job duties demand.

## **Required Education and Experience**

- High School diploma, Associates or Bachelor's degree in business or related field preferred. C.P.M. and/or C.P.S.M. certification a plus.
- 3+ years of experience in purchasing required. Experience in distribution and/or inventory preferred. Knowledge of Prophet 21 and/or other distribution/inventory system a plus

## **Abilities:**

- Detailed oriented and organized
- Effective negotiating abilities
- Analytical and problem-solving skills
- Ability to multi-task and prioritize under pressure and meet deadlines
- Strong verbal and written communication skills
- Motivated self-starter
- High ethical standards
- Intermediate or advanced computer skills in MS Word and Excel; Power Point and Access
- Intermediate math skills
- Intermediate to advanced Excel skills

## **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

## **Signatures**

This job description has been approved by all levels of management.

Manager \_\_\_\_\_

HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_