



Assistant Buyer

Because of the retirement of a valued, long-term team member, we are excited to open an Assistant Buyer position!

Position Summary:

The Purchasing Assistant provides support in all areas of the purchasing department. This will include daily purchasing duties and vendor and marketing analysis. The Assistant Buyer will report to the Lead Buyer for that location.

Work Schedule:

- Must be able to work Monday – Friday, regular daytime hours

Job Duties:

- Analyze inventory levels to determine stock needs.
- Utilize the Clarity Purchasing system to maintain and replenish stock.
- Create purchase orders as needed by inventory stock levels.
- Send purchase orders to respective vendors via the preferred method required by that vendor.
- Reconcile vendor confirmation with purchase order to verify pricing and delivery period.
- Change the base cost in the system to accurately reflect the purchase order cost.
- Reconcile the vendor's invoice(s) in order to guarantee correct pricing and proper discounting.
- Review inventory to identify slow or dead stock.
- Work with Sales to source products and find the best possible solutions for our customers.

Knowledge, Skills, and Ability:

- Strong computer skills are essential: Outlook/Excel/Word familiarity is desirable. Ability to learn and be proficient with Clarity Purchasing software is a must.
- Problem solving and strong analytical skills is essential
- Attention to detail and being process oriented is essential
- Communicate effectively and professionally via phone and email required
- Self-motivated; performs duties and stays on track with minimal direction

Education & Experience:

- A high school diploma or GED.
- Buying experience and/or education preferred

Physical Requirements:

- Physical exertion as typically seen in office settings.