

JOB DESCRIPTION

Job Title: Buyer/Purchasing Agent		ADP Dept. Code: 105400
Department Purchasing		Position Reports to: VP of Supply Chain
FLSA Status: Non-Exempt	Salary Grade:	Date Created: 3/11/24

STATEMENT OF PURPOSE: (Job Summary)

As a purchasing agent, you will be responsible for sourcing, purchasing, and negotiating the acquisition of products essential for sale to our customers. You will work closely with suppliers, vendors, and to ensure timely and cost-effective procurement while maintaining quality standards.

SKILLS/QUALIFICATIONS:

- High School diploma or equivalent.
- One year's experience in purchasing, buying, or procurement preferred.
- Proficiency with MS Office Suite, especially MS Word and Excel.
- Effective in working in a demanding environment.
- Desire to learn product attributes and functionality.
- Ability to organize, set priorities, and work as a team member or independently.
- Persuasive communication skills, both verbal and written.
- Ability to spot trends in the market and translate them into products desired by our target customer.
- Ability to analyze sales reports and future projections and draw conclusions/ provide recommendations on maximizing profit.
- Ability to think creatively, solve problems and be flexible with change.

JOB DUTIES:

- Negotiating buying terms with vendor.
- Generating and presenting analytical reports such as market research, price comparisons, and cost analyses.
- Keeping abreast of competitors and the new products on the market.
- Review of inventory levels and maintaining adequate quantities of assigned items.
- Developing new products with existing vendors or sourcing new vendors for product ideas.
- Maintain Item Master File information for all assigned vendors' product offerings.
- Maintain accurate records of purchases, contracts, and supplier information.
- Monitor inventory to identify slow moving items and generate ideas to move those items to optimize inventory turnover and minimize carrying cost.
- Analyze sales patterns, inventory levels and products by various vendors.

- Use analysis to leverage purchasing, reduce product cost & reduce inventory investment.
- Resolve defective goods and/or shipment discrepancies with vendors.
- Provide information for Marketing to develop catalogs and maintain website.
- Proof catalog pages and marketing materials for assigned vendors.
- Accountability for documenting purchases and all charges on assigned company credit card.
- Setup monthly promotions for assigned vendors' product offerings.
- Maintain confidentiality of extremely sensitive information concerning costs, supplier information, etc.
- Ensure compliance with company policies, procedures, and regulatory requirements throughout the procurement process.
- Provide content for various media platforms to marketing.
- Additional duties as assigned.

WORK ENVIRONMENT:

This job operates in a temperature-controlled office environment. Casual dress attire. This role routinely uses standard office equipment such as computers, phones, photocopiers, and fax machines.

PHYSICAL DEMANDS:

Visual acuity, speech, hearing, and hand and eye coordination are required. Manual dexterity required to operate a computer keyboard and basic office equipment. Occasionally subject to prolonged periods of sitting with repetitive use of hands, fingers, wrists. Must be able to lift up to 40 lbs., push/pull up to 75 lbs., bend, stoop, kneel, crawl, twist, and reach.

By my signature below I indicate that I have received a copy of my job description and reviewed these job requirements and functions. I verify that I understand and can perform the duties described or have given notice of accommodation. I understand that this job description may change from time to time based on the needs and requirements of job, department and/or facility. It is also understood that this is not a contract of employment, and the job description is not all-inclusive, and you may be required to perform other related duties as may be assigned.

Employee Signature: _____

Effective Date of Current Position: _____