

Company – Greeno Supply, West Springfield, MA – On site
Hiring Range \$50,000.00 - \$65,000.00

Buyer

The ideal candidate is highly customer-focused, as they will handle some customer service responsibilities; exceptionally detail-oriented, given their role in purchasing and inventory control

POSITION REQUIREMENTS:

Inventory Control

- Continually maintain max and min inventory levels in software to meet demand
- Analysis of sell through and turns on a weekly basis to increase turns
- Ability to forecast future inventory needs

Quality Control

- Review damaged loads coming into the warehouse with the Warehouse manager. Detail damage on Bill of lading and take pictures off damaged load.
- Processes any damaged product and obtains credits
- Works with vendors to expedite shipments and resolves shipping issues

Purchasing

- Review Critical Inventory Report to buy current needed items, both non-stock and active items.
- Review Drop Ship item orders and buy needed items.
- Review DDI “Inventory Overstock” reports once or more per week to decrease “overstocking”
- Generate purchase orders and maintains purchase order book
- Source supply items from the “best vendors”- continually review new and current vendors for best prices and terms.
- Build orders as needed with a goal of paying no freight by meeting vendor minimum orders (Order Demand Report)
- Enter Complete and Pertinent information into software system concerning Vendors and Customers
- Continually negotiate best prices and terms for the Company.
- Investigate and resolve shipping and receiving issues.
- Consult with warehouse personnel- correct inventory counts, resolve damage deliveries, buying feedback, etc.
- Assist with price quotes and supply sourcing for Customer Service and Salespeople
- Researches, reacts to and monitors trends in the market as they impact the company

Other

- Answer phones and take orders as needed.

- Maintain a positive attitude and a professional relationship with co-workers, customers and vendors
- Enter Sales Orders as needed
- Occasionally help Customer Service with “Walk-In” Customers as needed
- AP/AR Support Daily

MINIMUM REQUIREMENTS:

- College Degree Preferred, or equivalent work experience
- Three to five years of industrial supply purchasing experience preferred
- Proficient in using Microsoft Office software applications (Outlook, Word, Excel)
- Experience in phone and direct supplier contacts; conflict resolution, time and customer service contact process management
- Experience in inventory management system applications
- Detail-oriented with an ability to analyze and understand large volumes of data with accuracy and consistency
- Demonstrated track record in having resolved inventory issues and problems related to any vendor’s performance
- Ability to negotiate and influence others
- Excellent communication skills – both verbal and written
- Able to take direction well and follow through – with a strong sense of accountability
- Ability to prioritize, multi-task and work with a sense of urgency
- Ability to operate standard office equipment, including but not limited to, computers, copiers, telephone system and calculators
- Strong time management skills with a clear focus on results

OTHER PROFESSIONAL QUALITIES:

- Adaptable
- Detail Oriented
- Organized
- Dependable
- Self- motivated and self-disciplined
- Honest and trustworthy
- Positive attitude
- Calm and resilient when under stress
- Team player
- Innovative
- Empathetic

**Contact: Inga Hotaling, Sr Recruiter EANE – ihotaling@eane.org
Or 413-789-6400**