

GREAT NORTHERN EQUIPMENT DISTRIBUTING, INC.



Job Title: Senior Buyer

Last Update: 12/04/2020

Reports to: Purchasing Director

Supervises: Buyer

Department/Location: Purchasing/Rogers, MN

Work Schedule: Generally, 8-5 with flexibility for earlier start/leave or later start/leave

Eligible for remote work: Yes, up to 20%

Basic Function: Achieve overall company revenue projections through diligent forecasting, ordering, inventory accuracy, and execution of growth opportunities. Contribute to sales with proper inventory levels and selection. Concentration on power equipment and tools including GNE owned brands. Contribute to margin through strategic purchasing and special buy items.

Essential Functions:

- Generates purchase orders in a timely manner to ensure proper inventory levels of all assigned lines/categories. Updates lead times and expected delivery information in ERP.
- Supervises direct report(s) including hiring, time and attendance tracking, coaching, training, reviewing, and disciplining.
- Oversees Products Team to set strategies and priorities regarding new lines, markets, and growth.
- Sets up new items in ERP and maintains existing items.
- Maintains inventory level forecast. Coordinates with internal departments to balance inventory and in stock position requests with space and cash flow constraints. Updates reorder points as needed.
- Coordinates with internal resources to analyze inventory movement and identify slow-moving and obsolescence in assigned categories. Works with Marketing and Sales to develop plans / procedures for liquidating slow and non-moving inventory.
- Identifies and executes new product opportunities that support growth objectives.
- Conducts and analyzes industry research to provide recommendations for special buys, closeouts, and overstock products.
- Searches marketplace for alternative vendor/supplier sourcing.
- Performs line review for assigned lines to analyze item performance.
- Reports regularly on inventory turns. Proactively takes steps to address items with turns outside of company/seasonal expectations.
- Works with vendors to process returns, take advantage of special promotions, and expedite orders for repair of defective products.
- Monitors marketplace and performs competitive analysis of items in assigned lines vs. other offerings.
- Monitors developments in the industry and general marketplace that may influence the function and business.
- Coordinates with distribution center on inbound and outbound loads.

- Keeps supervisor informed of important developments, potential problems, and all related information necessary for effective management.
- Performs other duties as assigned.
- Attends training as directed by GNE

Secondary Functions:

- Backs up the engine purchasing function.
- Backs up the manufacturing component sourcing function.
- Assists in the development of inventory budgets – ties to cash flow and sales budget.
- Negotiates, communicates, and implements ordering, freight, penalty, returns, drop ship, etc. policies pertaining to new products / new lines.
- Assists in the gathering and disbursement of data for online marketing, operating system price file uploads, and vendor compliance.
- Identifies and executes drop ship opportunities that support growth objectives

Knowledge/Skills/Abilities:

To perform this job successfully, the candidate must be able to perform each essential responsibility satisfactorily. These requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to see a job through to completion and the passion to believe in the quality and value that you provide.
- Knowledge of and willingness to follow company policies.
- Honesty, dependability and unconditional ethics. Treat people with respect; work with integrity and ethics; upholds organizational values.
- Teamwork – Balance teamwork and individual responsibilities; Exhibit objectivity and openness toward others' views; Give and welcome feedback, Willingness to assist others.
- Take initiative to locate missing information or find possible solutions to an issue.
- Conduct oneself in a professional manner.
- Ability to communicate effectively, both verbally and in writing, with a wide variety of internal and external customers/vendors.
- Able to adapt to changes in work environment; change approach or method to best fit the situation; ability to deal with frequent change.
- Ability to effectively manage timetables, time requirements and deadlines.

Qualifications and Experience:

Required

- High school diploma or equivalent.
- 7-10+ years of related purchasing experience.
- Business savviness including adaptability, resilience, mutually beneficial negotiating skills, and the ability to anticipate outcomes and make appropriate adjustments
- Demand forecasting experience.
- Minimum of 3-years vendor negotiation experience.
- Prior supervisory experience.
- Outgoing, professional attitude.
- Strong analytical and organizational skills.
- Understanding of Accounting, Financial Statements, Budgets.
- Intermediate Excel and Word skills, working knowledge of ERP software.
- Proven track record of ability to grow business / department or division.
- Ability to communicate effectively verbally and in writing with customers and staff.

- Teamwork – balance individual and department responsibilities.
- Speak, write, and read English.

Preferred

- Bachelor's Degree.
- Prior budgetary responsibility for product line purchasing.
- Same or related industry experience.

Budgetary Responsibilities: Margin of assigned product categories, re-stock fees from vendor, inbound freight.

Machines/Equipment: In the normal course of performing this job a telephone, copier, RF scanners and personal computer will be used.

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

- Frequently required to sit, use hands to handle objects, speak and hear.
- Frequent wrist and/or hand movement is required.
- Ability to frequently lift up to 10 lbs.
- Frequent bending, twisting, stooping, reaching and lifting.
- Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

Travel: Occasional local visits to manufacturing facilities and national travel to tradeshow (2-3 annually) and buying events.

Work environment:

- **Office:**
Office setting is climate controlled and the noise level is usually quiet to moderate.
- **Warehouse:**
Warehouse setting is partially climate controlled and the noise level is usually moderate. Employees may be regularly exposed to forklift, foaming and cutting equipment.
- **Other:**
This position may work at or in transit to/from vendor sites where working conditions will vary.

Summary: This job description is intended to convey information essential to understanding the scope of the position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.