

Purchasing Agent – National Sales

Schedule: Monday – Friday 8:00 AM – 4:30 PM (actual times may vary)

Summary of Position:

As a member of the Purchasing Team, you will be responsible for the following tasks and overall accountability for your timely, accurate and thorough purchasing of products. We will be looking in particular for individuals who demonstrate self-motivation, attention to detail, an understanding of product flow, strong numbers/math orientation, and positive team cooperation.

Summary of Tasks

- § Order, monitor arrival of, and track shipment of samples as needed for sales and customers of the National Sales team.
- § Source supplies along with sales support for items
- § Order and schedule product (arrange shipping) for arrival according to the customer projections off all national accounts.
- § Store documents/communications with vendors in proper location.
- § Send projection sheet for planning production to the Peterson – East team.
- § Confirm pricing on each PO. Use spreadsheet to add the calculated landed cost to the PO's.
- § Check all vendor invoices for accuracy of pricing expected.
- § Receive the East Coast PO's and match up with the Import files and pass on to accounting.
- § Attend the EDS Meeting weekly and provide information to the team on relevant issues.
- § Work with the QA department and the sales team to ensure items are set up properly
- § Review of national product inventory on an ongoing basis
- § Anticipate and resolve problems in a thorough, timely manner related to stock shortages/outages, quality issue etc.

Requirements include but are not limited to the following

- § Strong ability to communicate in written and verbal English with a diverse range of vendors and customers
- § Advanced mathematical ability from basic math functions, calculation of fractions/percentages/formulas, to understanding and calculating weights and metrics

- § Accurate and efficient data entry skills into a computer based inventory system. Often involves repetitive use of hands, fingers, and wrists to enter, move and perform office tasks
- § Strong ability to utilize multiple computer programs (Word, Excel ,Navision, Outlook) and office equipment (fax, copier, calculator, voicemail/phone) to generate, look-up, and send order information
- § Anticipates problems and demonstrates strong decision making, persuasion, and problem solving skills to respond quickly to situations
- § Ability to work independently with a strong level of self-motivation, initiative, and organizational qualities, as well as a strong attention to detail
- § Prior experience in a highly demanding customer service role involving multi-tasking priorities
- § Prior experience in purchasing functions with perishable food products highly preferred
- § A sedentary position involving a high level of mental attention

Wage:

- \$19- \$21 per hour based on job responsibilities, tenure and work experience.

Applications can be requested by emailing careers@petersoncheese.com