



RISHI  
TEA & BOTANICALS

185 SOUTH 33<sup>RD</sup> COURT      PHONE: 866.747.4483  
MILWAUKEE, WI 53208      FAX: 414.747.4008  
WWW.RISHI-TEA.COM

**Job Title:** Assistant Buyer

## Summary

The Assistant Buyer is responsible for transacting the organization's purchasing decisions efficiently and correctly. This role is responsible to ensure compliance to stated purchasing standards. This role supports the daily buying activities including sample requests & follow ups, supplier verification and management, new part number requests, issuing and updating Purchase Orders, communicating with Suppliers, obtaining documentation to support purchases and coordinating the logistics. The Assistant Buyer communicates transactional activity as it pertains to the payment, manufacturing and sales requirements and demands. This role supports the sales associated with the Buyers accounts and communicates with the Sales Team Members regarding special order and ingredient transactions. The Assistant Buyer works closely with the Buyer, R&D Manager, Purchasing Analyst, COO, Quality Manager, Quality Assurance Assistant, Production Manager & Scheduling Supervisor.

## Required:

- Bachelor's Degree.
- Experience with tea, specialty food, coffee, or wine.
- Sensory experience in a tasting or evaluation environment.
- Basic understanding of food manufacturing facility compliance procedures.
- Microsoft Operating System and Office Applications, including very strong Excel skills.
- Experience with managing Suppliers and/or issuing Purchase Orders.
- Works well in a team setting to reach organizational goals, as well as on their own with minimal supervision.
- Advanced problem solving abilities to anticipate purchasing issues and modify plans to accommodate unusual circumstances.
- Observant, analytical, inquisitive and attentive.
- Aptitude for process review & improvement.
- Strong multitasking skills.
- Demonstrated aptitude for understanding Standard Operating Procedures.





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- Self-motivated and demonstrated personal initiative.
- Highly effective and persuasive communication skills.
- Process improvement and documentation.
- Attention to detail.

***Preferred:***

- Bachelor's Degree; Nutritional Science, Finance, Economics, Accounting, or Business.
- Advanced Excel.
- Proficient in interpreting specifications sheets.
- Two plus years of demonstrated leadership experience.
- Purchasing or logistics related experience.
- Basic knowledge of manufacturing processes.

