

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: 3/18/26

Job Summary

As a Buyer, you will be responsible for sourcing, purchasing, and managing product assortments that drive sales and profitability across our wholesale and e-commerce channels. This role combines vendor management, inventory planning, and sales analysis to ensure the right products are available at the right time, price, and margin. You will collaborate cross-functionally with marketing, operations, and sales teams to support promotions, new product launches, and overall business growth.

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.
- Experience with ERP systems (AS400, Shopify, etc.)
- Data analysis skills (forecasting, etc.)
- Understanding of product lifecycle
- Experience in wholesale, retail, or beauty industry (preferred)

JOB DUTIES:

- Negotiating buying terms with vendors.
- 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.
- Set up monthly promotions for assigned vendors' product offerings.
- Maintain confidentiality of extremely sensitive information concerning costs, supplier information, etc.
- Collaborate with marketing, warehouse, and customer service teams to ensure product availability, accurate promotions, and customer satisfaction
- 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: _____