

Job Description and Specification

POSITION TITLE: BUYER ASSISTANT
 DEPARTMENT: BUYING
 REPORTS TO: SUPERVISOR

GENERAL SUMMARY

Assists the Buyer with daily operation of the department including data entry, vendor communication, creating and managing reports, and other duties assigned by the supervisor.

ESSENTIAL JOB FUNCTIONS

1. Track late orders.
2. Check on PO's from previous day.
3. Send PO's as required by Buyers.
4. Issue store credits/debits as required.
5. Includes adjustments and cancelation of customer orders.
6. Price changes/updates.
7. Enter Buying/Sell Allowances.
8. Enter New Items.
9. Special Orders (Customer Call-In).
10. Performs other related duties as assigned by management.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of grocery store operations.
2. Skill in operating various office equipment, such as personal computer (familiarity with Excel is preferred), calculator, fax and order units.
3. Ability to pay close attention to detail and coordinate various activities simultaneously.
4. Ability to communicate with customers, co-workers and business contacts in a courteous and professional manner.
5. Ability to work with minimal supervision.
6. Ability to maintain confidentiality.

EDUCATION AND EXPERIENCE:

High school graduate or equivalent and excellent organization and time management skills.

PHYSICAL REQUIREMENTS:

0-24% 25-49% 50-74% 75-100%

Seeing: Must be able to read reports and use computers				X
Hearing: Must be able to hear well enough to communicate with co-workers and customers				X
Standing/Walking/Mobility Must be able to stand and walk throughout a 225,000 square foot Grocery store for 8 hours a day.	X			
Climbing/Stooping/Kneeling:	X			
Lifting/Pulling/Pushing: Breakdown pallets and transport to sales floor.	X			
Fingering/Grasping/Feeling: Must be able to write, use order unit and place product on shelves	X			

Note: The statements herein are intended to describe the general nature and level of work performed by employees assigned. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills require of personnel assigned.