

## Job Description-Purchasing Associate

### General Description / Purpose

- Purchases inventory, consumables, and services in accordance with company policies
- Ensures best value is received on all purchases
- Ensures all needs of the facility are purchased so that business can run efficiently with minimal downtime

### Work Schedule

- Typical work hours:
  - Facility Hours  
Mon-Fri: 10am-8pm  
Sat-Sun: 9am-7pm
  - Opening shifts may be required to begin their shift up to one hour prior to open and closing shifts may be required to work up to one hour after close
  - After hour shifts to accommodate special circumstances, such as physical inventory, special events, or restocking may be occasionally assigned at the discretion of management
  - Schedule may vary from week to week in the best interest of the company, however reasonable schedule preferences may be granted at the discretion of management
  - Hourly Full-time Non-Exempt position estimated at 30-40 hours per week or Hourly Part-time Non-Exempt position estimated at less than 30 hours per week
  - Occasional overtime depending on special events held at the facility with pre-approval from management

### Primary Responsibilities

- Generates purchase orders based on reorder points set in inventory management system
- Periodically reviews reorder points to ensure they are adequate
- Recommends promotional, seasonal, and opportunistic buys outside the reorder points
- Uses all resources available to ensure just in time inventory whenever possible
- Works with warehouse and retail management team to ensure adequate stocking space
- Selects which suppliers the company will work with and initiates relationship
- Maintains vendor relationships ensuring best pricing and order preference is received
- Stays current in industry and ensures store is stocked with innovative products in demand by our customers
- Reviews turns and eliminates stock before inventory trends are down
- Minimizes obsolete and clearance inventory through quick response to market trends
- Provides analytics to management
- Assists with annual physical inventory and periodic inventory counts
- Knowledge of company's mission, purpose, and goals
- Ability to operate office and retail equipment in a safe and effective manner – telephones, computer, printer, fax, scanner, inventory scanners, paging system, range equipment, etc
- Understand basic concepts of firearms sales and forms as required by Federal and State and Local laws; Form 4473, Multiple Handgun Sale (MHS) Form, Call procedures and Response Implications

- Dress appropriately for position adhering to facility dress code
- Other duties as assigned

### **Essential Knowledge, Skills, & Education**

- Strong reading, writing, and arithmetic skills required. High school diploma or equivalent
- Associate or bachelor's degree in business is a plus
- 3 years' experience in supply chain management required, firearms industry preferred
- Must be able to multi-task and work in a fast paced environment
- Self-motivated & exceptional organizational skills
- Ability and willingness to work cooperatively with others
- Knowledge of Microsoft Office products and telephone protocol
- Ability to quickly master inventory management system
- Complete an annual shooting qualification
- High degree of discretion dealing with confidential information

### **Physical Job Requirements**

- Stand and/or sit continuously and perform job functions for a full shift with meal break.
- Physically able to stand, bend, stoop, kneel, reach, twist, lift, push, pull, climb, balance, crouch, handle, carry and move items up to 50 pounds with or without reasonable accommodation
- Visual acuity corrected to perform job functions. Ability to distinguish color to perform job functions.
- Ability to hear and respond appropriately to facility commands.

This position reports to the General Manager. Additional duties may be assigned and this job description may change without notice at the discretion of management.