

BEAVER FIT™

DAM STRONG

Senior Buyer

The Senior Buyer is responsible for procuring accessories and ensuring they arrive at the appropriate time given our production needs. They are responsible for cost-saving initiatives in their category and for the data management of items within that category.

Procurement Activities

- Determine demand using NetSuite and place purchase orders to meet that demand.
- Track open purchase orders – determine how delays affect production and notify the appropriate parties.
- Responsible for on-time delivery of all accessory items.
- Review new sales orders for accessory item accuracy.
- Manage drop shipments, including tracking and sales order item fulfillment.
- Works with production planning to schedule purchase orders based on need.
- Recommends comparable alternative items to sales/customer service teams when an item is discontinued or unavailable.
- Identifies opportunities to save on transportation costs and otherwise mitigate costs.
- Become a subject-matter expert on accessory items across vendor sub-categories.
- Assist with the creation of the demand forecast and recommended buys.
- Perform other duties as assigned by the Director of Procurement or upper management.

Vendor Relations

- Develop relationships with key vendors.
- Negotiate cost savings according to savings targets.
- Negotiate favorable payment terms with vendors.

Cross-Functional Responsibilities

- Assist the warehouse with monthly inventory, especially regarding product knowledge.
- Coordinate inbound shipments with the warehouse manager.
- Maintain accessory item data accuracy.
- Add new items to NetSuite and work with Finance regarding cost justification.
- Perform end-of-year standard cost review for items in their category.
- Conducts root-cause analysis to improve departmental processes.

Requirements

- Bachelor's Degree in business, supply chain management, economics, or a related field.
- 3-5 years of experience in procurement/material management.

- Experience with NetSuite or a similar ERP system is preferred.
- Proficiency with Microsoft Office Suite, especially Excel.
- Excellent organizational and planning skills.
- Excellent verbal and written communication skills.
- Good interpersonal skills and the ability to work well with all levels of management and staff.
- Veterans are strongly encouraged to apply.

BeaverFit offers competitive compensation, a 401k plan, health and welfare insurance benefits and excellent learning and growth opportunities. To apply, please submit a cover letter outlining your interest, experience, and salary requirements as well as your resume via e-mail to **hr@beaverfitUSA.com**.

We are an Equal Opportunity Employer. All applicants will be considered for employment without regard to actual or perceived race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, medical condition, pregnancy, genetic information, marital status, amnesty, or status as a covered veteran or any other characteristic protected by applicable federal, state, or local laws.