

<b>Job Description: Buyer</b>		Operations
FLSA status: Exempt	Direct reports: No	Job Profile Classification: C-3
Reports to: Purchasing Director	Revised: Aug 2021	Approved by COO

**Position Profile:**

The Buyer is responsible for the purchasing of raw materials and finished goods for a designated category and all functions there-of, including procurement, order requirements, purchase orders, change orders, price negotiations, order status, delivery tracking and support with vendor communication regarding invoicing/credit/refund/quality concerns. This position will manage vendor relationships and negotiations to support and enhance our strategic vendor goals, support our Brands’ assortment strategies, and help the company achieve its profitability objectives.

**Work Responsibilities:**

- Performs purchasing functions in accordance with daily replenishment requirements for materials, order processing and follow-up.
- Processes purchase orders for finished goods from contract manufacturers and may manage job maintenance for open contract filling purchases.
- Identifies revenue enhancement opportunities through improvement in COGS through purchasing revisions.
- Collaborates with internal partners and provides necessary analysis to assist with assortment and sunset planning.
- Follows up on past due orders, expedites delivery of orders, plans for mitigation of risks, and makes special arrangements for delivery when required; communicates cross-functionally the expected delivery dates to support supplemental production planning.
- Maintains settings in ERP/Syteline such as pricing, minimum order quantities, min/max, and lead time to ensure we are strategically buying to support replenishment timelines, minimizing excess inventory risks, and to support profitability goals.
- Collaborates with the Sourcing Specialist to search out alternate vendors or supplies during periods of shortages or stockouts.
- Communicates regularly with vendors to obtain quotations, current and forecasted pricing, delivery time, provide specifications, provide answers to questions and to ensure uninterrupted flow of required materials.
- Facilitates purchasing of the required pre-production development/show samples and works with vendors for a resolution should there be quality or non-conformance concerns.
- Communicates with internal customers, including Accounting, Quality, Engineering, Inventory Management, Production, and Sales/Marketing, as required in-the-course-of performing duties and responsibilities.
- Represents the department at project planning and manufacturing meetings for awareness and subsequent action on possible changes in development initiatives, production priorities, and material requirements.

**General Responsibilities:**

- Supports CURiO Cornerstones and strives for individual leadership by using cornerstone behaviors in the workplace and in daily decision making.
- Follows all policies and procedures of the company. Works cooperatively with all departments, maintaining a positive work atmosphere by acting and communicating in a manner that promotes cooperation with co-workers, supervisors, and managers.
- Actively seek individual development through taking advantage of opportunities for skill enhancement. I Keep up to date with the latest best practices, trends, concepts, and regulations in the specific job area.
- Manage time effectively, meet personal goals and work effectively with other members of the team to meet CURiO goals.
- Follows all safety guidelines and polices. Makes supervisor/manager immediately aware of any observed safety issue. Keeps work area clean, safe, and organized.

Position requires extended work hours as necessary to meet seasonal deadlines. Performs other work as assigned.

**Minimum Qualifications:**

- Bachelor's Degree or equivalent years of relevant experience
- Two years of experience in a high-volume purchasing environment.

**Computer and/or software qualifications:**

- Intermediate level of proficiency in Microsoft Excel
- Basic level of proficiency in Microsoft Word, Outlook
- Experience working in an enterprise level, database design software (ERP)

**Core Competencies:**

- Purchasing and procurement experience.
- Highly collaborative with internal and external stakeholders and partners.
- Strong oral and written communication skills.
- Ability to work in an ERP-driven operational environment, specifically for MRP functionality.
- Ability to strategically think and analyze risk to make informed decisions for minimizing liabilities.
- Excellent initiative and follow-through skills.
- Strong organizational skills and attention to detail.
- Critical thinking and problem-solving skills.
- Ability to effectively manage stress and uncertainty.

**Preferred Qualifications:**

- Additional years procurement experience
- Experience in buying in a consumer goods and/or manufacturing environment.
- Experience working with Syteline ERP

**Travel Requirement:** Less than 5%

**Working Environment and Physical Demands:**

- General office environment: Works generally at a desk in a well-lit, air-conditioned cubicle/office, with moderate noise levels.
- Ability to sit for hours at a time, viewing computer monitor on a constant basis. Some walking and standing relative to interaction with other personnel.
- Occasionally required to lift and/or move items weighing 10 – 15 pounds.
- Occasional exposure to dusty and fragrant conditions, varying temperature levels, work near moving mechanical parts, and high noise environments is possible.

*\*\* Note: This job description does not restrict CURIO's right to assign or reassign duties or responsibilities to this job at any time. This document does not create an employment contract, implied or otherwise. It does not alter the "at will" employment relationship between the company and the employee.*