

**URM STORES, INC.
PERSONNEL REQUISITION**

EXTERNAL	Department: Purchasing	Date: August 20, 2019 Posting Extended Until: September 9, 2019
REQUIREMENTS		
Job Title: Buyer	Regular Full-Time Will be evaluated in 30, 60, and 90 days.	
Essential Job Functions: 1. Review categories at least once a year and make recommendations. 2. Work to ensure company inventory, turns, SKU count, service level, allowance income and margin goals are met on assigned areas of responsibility. 3. Ensure accuracy of pricing. 4. Set up new items in a timely matter. 5. Implement and monitor all types of manufacturer allowances and in-house accruals as necessary. 6. Ensure adequate inventory is maintained to cover ad and promotional programs for all customers. 7. Assist department manager as needed on projects, research and analysis. 8. Field inquiries from customers, vendors, brokers and URM personnel in a timely team work environment. 9. Call on/audit/visit customers and competitors as needed. 10. Continually work to improve the image of the purchasing department to all customers, vendors and brokers and within URM. 11. Assist in Seasonal Shows. 12. Attend Trade Shows as needed.	Date Needed: ASAP Position is: Replacement	Starting Salary: DOQ
	Education/Experience: High School Graduate or GED College Preferred Min. 3 years buying experience in retail and/or wholesale grocery environment. Wholesale and/or Retail grocery management experience a plus.	
	Skills Required: Basic Computer Knowledge Excel/Word Excellent Written & Verbal Communication Organized Analytical Time Management Skills Excellent follow through	
	License or Certificate Required: None	
	Physical and Mental Abilities: Manual Dexterity Good Hand/Eye Coordination	
	Personal and Professional Attributes: Ability to work well under pressure Must be able to multi-task Maintain confidentiality Ability to make independent decisions Excellent work ethics Must have excellent people skills	
Travel Involved: Occasional Travel Involved	Whom will this employee supervise: Buyers Assistant	
Testing is required to help finalize decision.		

URM Stores, Inc. ("URM") is an Equal Opportunity Employer. URM recruits and hires qualified candidates without regard to race, religion, color, sex, sexual orientation, age, national origin, citizenship and veteran or disability status, or any factors prohibited by law and as such affirms in policy and practice to support and promote the concept of equal employment opportunity and affirmative action, in accordance with all applicable federal, state, and municipal laws