

RSR GROUP, INC.
JOB DESCRIPTION

POSITION TITLE: Buyer

TITLE OF IMMEDIATE SUPERVISOR: Purchasing Manager

DATE SUBMITTED: April 2021

POSITION SUMMARY:

The Buyer is responsible for purchasing specific product lines that require experienced negotiation skills as well as inventory control, inventory maintenance, pricing, market analyses, and coordination of advertising and promotions. This position also analyzes and conveys industry and market trends to senior management and strategizes on improving category and line performance. This position will be involved in special purchasing projects as assigned by Purchasing management.

REGULAR DUTIES AND RESPONSIBILITIES:

Negotiate with vendors for best prices, terms, and shipment minimums.

Monitor inventory levels to ensure acceptable levels of inventory as compared with sales to meet corporate goals.

Enter and place purchase orders with assigned vendors for merchandise for stock and miscellaneous special orders.

Prepare weekly and monthly reports and provide support summaries detailing line performance and purchasing recommendations.

Interact closely with both finance and sales in evaluating and making sound purchasing decisions.

Analyze sales and purchasing performance and develop strategies to improve operations and increase market share.

Work with the Marketing team in developing marketing, advertising and promotions for product lines. Proof all advertising, flyers, website events, and e-flyers for area of responsibility.

Coordinate, develop and track sales promotions, contests, spiffs and incentives.

Update inventory maintenance files and reports as necessary to ensure complete and accurate reporting. Document cost changes, vendor receivables, and inventory transfers supporting promotional efforts.

Assist RSR's operations staff with problem solving with regards to invoicing, purchase order discrepancies, damages, returns, credits, etc.

Reconcile backorders with the manufacturers.

Attend trade shows, visit manufacturer facilities and attend company shows as required.

EMPLOYEES SUPERVISED: None

QUALIFICATIONS:

This position requires an undergraduate degree in a related field or three years of experience in a similar purchasing environment; however, experience within RSR or within the shooting sports industry may substitute this requirement. Buyers must have strong negotiation, analytical and organization skills and have the ability to work independently. This person must have excellent verbal and written communication skills. Advanced proficiency Excel is required.

Physical demands:

While performing the duties of the Buyer, the employee is regularly required to talk and hear. The employee is frequently required to walk, sit, use hands to finger, handle, or feel and reach with hands and arms. Specific vision ability required include, close vision, distance vision, peripheral vision and ability to adjust focus.

The physical demands of this job are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DUTIES AND RESPONSIBILITIES MAY BE ADDED, DELETED, OR CHANGED AT ANY TIME AT THE COMPANY'S DISCRETION, FORMALLY OR INFORMALLY, EITHER VERBALLY OR IN WRITING.