

RSR GROUP, INC.
JOB DESCRIPTION

POSITION TITLE: Purchasing Manager - Accessories

TITLE OF SUPERVISOR: Sr. Director of Inventory Management & Purchasing

DATE SUBMITTED: June 2022

POSITION SUMMARY:

The Purchasing Manager - Accessories is responsible for overseeing purchasing activities for the company including order advisement and placement, inventory control, inventory maintenance, pricing, market analyses, and coordination of advertising and promotions for vendors supplying accessories. This position also handles purchasing for specific product lines that require experienced negotiation skills. The Purchasing Manager - Accessories will develop strategic plans based on market and inventory analysis to maximize sales and profitability for accessories and ensure corporate goals are met.

REGULAR DUTIES AND RESPONSIBILITIES:

Manages all purchasing activities to ensure accurate inventory values and to maximize gross profit dollars, gross profit margins and inventory turns.

Approves all orders prepared by the buyers in accordance with the approval guidelines and assists buyers with purchasing decisions.

Negotiates with vendors for best prices, terms and shipment minimums. Ensures that inventory is saleable at the current prices and provides plans for aged and closeout inventory.

Analyzes sales and purchasing performance and develops strategies to improve product line performance and increase market share.

Oversees the vendor onboarding process and works with the Product Task Force team to gather sales insight regarding demand for potential vendors and categories.

Monitors the special order program as well as other vendor programs developed to increase sales and gross profit.

Assists the buyers in identifying potential inventory issues, developing resolutions and communicating plans to upper level management.

Ensures inventory levels meet established inventory goals and orders comply with the purchasing strategy. Evaluates and adjusts auto-replenishment order criteria to ensure compliance with established objectives.

Reviews allocation status and evaluates supplier performance regarding allocated product deliveries.

Documents and communicates strategic plans for vendor line performance and reviews the buyers' recommendations detailed in Executive Summaries that are distributed to the executive management team bi-annually.

Works with the Marketing Manager in developing marketing, advertising and promotions for product lines. Proofs all advertising and coordinates specials for website promotions and events as well as flyers.

Oversees maintenance of records for inventory write downs, average cost adjustments to inventory, vendor rebates and factory returns.

Assists RSR's operations staff with problem solving with regards to invoicing, purchase order discrepancies, product storage/placement, damages, returns, credits, etc.

Attends trade shows, visits manufacturer facilities and attends company shows as required.

Supervises, educates and motivates staff.

Evaluates, communicates and documents employee's performance. Conducts timely annual employee performance reviews.

Assists Human Resources to recruit and hire new employees. Develops training programs for new employees.

EMPLOYEES SUPERVISED:

4 – 7 employees

QUALIFICATIONS:

This position requires an undergraduate degree in business as well as five years of business/purchasing management experience with a strong financial and operational background. In addition, the Purchasing Manager must have strong attention to detail; excellent negotiation, analytical and organization skills; effective verbal and written communication skills; and advanced computer proficiency in Office 365. Some travel is required.

Physical demands:

While performing the duties of the Purchasing Manager, 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 includes, 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 DISCRETION OF MANAGEMENT, FORMALLY OR INFORMALLY, EITHER VERBALLY OR IN WRITING.