

# Grocery Buyer

The Kootenay Co-op is looking for a full time Grocery Buyer to join our crew. If you enjoy working with and discovering new natural foods and have the ability to multi task, apply now!

## SKILLS + QUALIFICATIONS

- Possess understanding of the natural foods industry and products
- Possess purchasing experience, preferably in a grocery or other retail environment
- Multi-task and prioritize in a fast-paced and shifting environment
- Possess strong collaboration and project management skills
- Perform data analysis and utilize math skills
- Research industry trends and innovate
- Identify market-specific customer needs
- Manage purchasing process and inventory
- Understand distributor ordering processes and systems
- Manage vendor relationships, contracts, and prices
- Understand effective merchandising techniques
- Create and present reports
- Possess excellent verbal and written communication skills
- Possess Intermediate computer proficiency: MS Office Suite and POS systems

## DUTIES AND RESPONSIBILITIES

- Create and place purchase orders with multiple vendors to ensure optimal stock levels
- Ensure pricing of all products meets departmental financial goals
- Monitor product sales and stock levels both visually and electronically
- Analyze best available data to inform all purchasing decisions
- Use analyses of store stock to ensure accurate inventory and place orders accordingly
- Negotiate advertising and promotions with suppliers as directed
- Collaborate with key stakeholders to coordinate receiving logistics and to ensure all deliveries satisfy orders
- Research new products, and product trends
- Ensure products meet our Buying Guidelines
- Assist with competitor price and product comparisons
- Participate in regular category reviews to ensure up to date and appropriate product selection
- Participate in the co-ordination and set up of monthly sales
- Act as an information resource for all staff and customers
- Provide excellent internal and external customer service
- Participate in various department and all-store meetings and events as required
- Other duties as requested

## WHY WORK AT THE CO-OP

Employees of the Co-op are truly unique. Our friendly, talented staff have created a culture of inclusiveness + teamwork, along with a passion for bringing organic, sustainable food to the Nelson area. Employees receive a store discount, health & dental benefits when working full time after 6 months, RRSP contributions, and competitive wages, We value work-life balance, continuous improvement, and maintaining a friendly work environment where staff members can get involved in making the co-op a great place to shop & work.

This position is for **40 hours per week**.