

KOOTENAY COUNTRY STORE COOPERATIVE
JOB DESCRIPTION

POSITION TITLE

ASSISTANT WELLNESS BUYER AND CLERK

OBJECTIVE

To assist the Wellness Category Manager in managing the procurement and flow of product and information to best serve member and customer needs.

AUTHORITY

The Wellness Buyer is hired by the Wellness Category Manager and Wellness Manager. The Assistant Wellness Buyer is directed by and reports to the Wellness Category Manager.

RELATIONSHIPS

The Assistant Wellness Buyer must develop and maintain good working relationships with the Wellness Category Manager, Wellness Manager, Wellness staff, General Manager, Co-op staff, members, non-member shoppers, distributors, and sales reps.

SKILLS

The Assistant Wellness Buyer/Clerk must have and continue to develop knowledge and skills in the following areas:

- Purchasing experience, preferable in retail environment
- Knowledge of natural products industry- wellness products (vitamins, supplements, herbs, body care products)
- Analytical mind, able to analyze data related to sell through rate
- Ability to multitask and prioritize in fast paced and ever shifting environment
- Comfortable in working in a self-directed way
- Strong Time management and organizational skills
- Strong interpersonal and communication skills both verbal and written
- Intermediate computer skills (MS Office: Outlook, Excel, Word, SMS POS)
- Strong customer service skills

DUTIES AND RESPONSIBILITIES

- Monitor product sales and stock levels both visually and electronically
- Create and place purchase orders with multiple vendors
- Loads sale discounts and places sales orders under direction of Senior buyer/category manager
- Communicate order anomalies with receivers on PO or on receiving stream
- Enter new products and special orders as requested by category manager
- Offers input and feedback on new product options
- Update the Senior Buyer/ Category Manager regarding long term out-of-stocks, poor sellers, or hot sellers
- Under direction of Senior Buyer/Category manager- discontinue poor sellers, adjust triggers for up or down trending items to ensure optimal stock levels
- Assist with posting information about new products to beekeeper stream
- participate in Shelf resets
- Participate in the co-ordination and set up of monthly sales and store merchandizing
- Print sale tags for monthly or instore specials
- Participate in sale tag accuracy checks
- Participate in inventory checks and adjustments
- Communicate any problems or situations which arise in a timely manner to Senior Buyer/Category Manager
- Act as an information resource for all staff and customers alike
- Provide excellent internal and external customer service
- Comply with the policies and procedures set out in the Employee Handbook and the Health and Safety Manual
- Assist with other department operations as appropriate and requested

HOURS AND REMUNERATION

Specific schedule as arranged with the Wellness Category Manager.

Remuneration is calculated according to Tier 2/3

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Long Term Buyer (Tier 4)

- Put together offsite pick under guidance of senior buyer/category manager or manager
- Adjust picks and B-aways
- Under direction of senior buyer/ category manager- research new products and product trends-ensuring products meet buying guidelines
- Assist Senior Buyer/category manager by loading price changes and updating pricing
- Participate in regular category reviews to ensure up to date and appropriate product selection
- Assist Senior Buyer/category manager in competitor comparison regarding price and product selection
- In the absence of senior buyers -manage large sales orders
- In the absence of Senior buyers- load specials
- Assists with creation of sales map
- Able to help supervise sale set up co-ordination
- Update wellness data for sale items
- Assist senior buyers in building monthly special spreadsheet
- Review invoices to ensure receiving accuracy
- Gain understanding of department specific margin application
- Learn how to negotiate sale discounts and ad spent with small vendors if interested to train towards senior buyer position)