

# Grocery Buyer

The Kootenay Co-op is looking for a Grocery Buyer to join the team! Previous purchasing experience in the grocery sector, as well as a strong interest in the natural food industry are assets. In your role, you'll help plan, purchase, price + organize everything for the Grocery Department. If this sounds like you, apply with us today! **This is full-time, 32-40 hours per week position. Some evening + weekend availability is required.**

## DUTIES + RESPONSIBILITIES

- Create and submit accurate purchase orders with multiple vendors to ensure optimal stock levels and minimize out of stocks.
- Analyze and monitor purchasing process and inventory.
- Ensure order deliveries meet sales deadlines.
- Enter data and update database with product UPC changes and product attributes.
- Monitor product sales and stock levels both visually and electronically.
- Load promotional sales into POS system, create and maintain promotional spreadsheets for marketing department.
- Create all sales signage and coordinate the setup and take down of all sales signage for all sales events and ensure pricing is accurate.
- Communicate with the Grocery Manager any out-of-stocks or long term shortages.
- Conduct visual inspection of the sales floor to note any gaps or shortages that may indicate an inventory discrepancy.
- Develop and maintain strong relationships with brokers and sales representatives.
- Collaborate with Category Manager to determine product mix in accordance with established Co-op Buying Guidelines.
- Research new products and product trends.
- Assist with vendor price comparisons and competitor analysis.
- Assist with solving supply chain problems and ensure redundant sourcing opportunities to proactively manage out-of-stocks.
- Assist the Category Manager with category reset and reline.
- Monitor the delivery schedule from vendors to ensure product is arriving as required.
- Collaborate with Category Manager to set up and maintain annual sales planner with brokers and other suppliers.
- Provide excellent internal and external customer service.
- Ensure compliance with all internal and external health and safety regulations, as well as employee policies and procedures.

- Monitor invoice accuracy and authorize payments
- Other duties as required.

## **Skills and Qualifications**

### **Required:**

- Purchasing experience, preferably in a grocery or retail environment.
- Strong understanding of the natural food industry and products.
- Ability to multi-task and prioritize in a fast-paced environment.
- Comfortable with taking initiative and self-direction.
- Computer proficiency: MS Outlook, Excel, Word, SMS.
- Strong written and verbal communication skills.

### **Preferred:**

- Experience with POS systems and inventory management.
- Knowledge of Co-op buying guidelines and local food systems.

## **WHY WORK AT THE KOOTENAY 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, RRSP contributions, and competitive wages. We value work-life balance, continuous improvement, and maintaining a friendly work environment where each staff member can get involved in making the Co-op a great place to shop & work.

**Rate: \$22-\$30/hour, depending on experience**

This position is for **32-40 hours per week.**

Please apply through our company site (<https://www.kootenay.coop/join-our-team/>) – we look forward to reviewing your application!