

## **Buyer**

The right candidate will manage all product lines under their direct responsibility for profitability and sales growth. Work as a team with other departments, especially the Sales Team, to keep service to customers as flawless as possible. Provide adequate levels of inventory, maintaining the product information database, and negotiating the most competitive pricing available.

### **Essential Functions:**

#### **➤ Profit Attainment**

- Assist in controlling margins and product mix to help achieve company's gross profit goals.
- Continuously review current suppliers and potential new suppliers for maximum profitability.
  - Utilize the All American Group, Leemis Report, and all other types of benchmarking readily available for negotiating leverage.
- Assure proper item pricing in the system at all times.
  - Enter future price changes in timely manner and insure all vendors are held to 30 day price change notifications.
  - Review and maintain proper broken/split case and/or slow movement margins are set in system.
- Responsible for achieving, company set, vendor profit target goals.
  - Gross profit as a percentage of sales
  - Marketing Income as a percentage of sales
- Negotiate with all vendors and sales agencies on their particular product lines for any and all special purchase deals, contract buying, local promotional allowances (LPA), local marketing allowances (LMA), marketing campaigns and special pricing and or promotions.
  - Work closely with marketing department to set-up and assure local marketing and/or promotional allowances.
- Evaluate ALL future vendor price changes to insure proper buy-in or inventory reduction plan in instigated. Review all major buy-ins with management, including, but not restricted to finance.

#### **➤ Sales Growth**

- Assist in merchandising products to sales force, customers & operators to help achieve sales goals.
- Negotiate with marketing, sales spiffs for all sales personnel including inside and outside sales representatives.
- Conduct business review and evaluate all vendors and sales agencies to insure growth by consolidating and forming strong long term and mutually successful profitable partnerships
  - line consolidating
  - vendor consolidation

- Set up and participate in new product cuttings, product showings and source and bring new product ideas to the sales and marketing committee for review.
- Work with Bid Coordinator and sales personnel to insure proper vendor, item, pricing, deviations are used for all bid and contracts.
- Help insure growth of Ritz FoodService Executive Vendor Partners through;
  - quarterly reviews
  - growth opportunities
  - marketing & merchandising
- Maintain level of expertise in products lines and consistently seek new information.
- Participate in company sales meetings, food shows and other marketing functions. Work with marketing in assuring proper vendor representation at these functions.
- Educate sales personnel with adequate and proper product knowledge for all product categories within their lines using a multitude of different sales tools: product presentations, Ritz University, general sales meetings, flyers, one-on-ones, weekly sales training sessions.
  - Work with sales management to coordinate possible vendors/suppliers for weekly sales training sessions.
  - Responsible to coordinate work-with programs between sales personnel and sales agencies, vendors, including directly working with and call on key accounts with or without sales personnel.

➤ **Inventory Alignment**

- Work with vendors and brokers on return of products that are not selling, to reduce slow and dead inventory. Continuously review over 90 day inventory and maintain to company minimum standards of less than 5% of total inventory on hand. Review over 45 day inventory to insure it does not move into over 90 day status.
- Insure all new items are accompanied by a 90 sales guarantee and return to vendor at vendor expense after 90 days. Expedite all return to vendors to insure least amount of exposure to Ritz FoodService.
- Divest the company of discontinued items in a timely manner
- Evaluate all vendors, lines, items and eliminate or reduce all duplicated stock keeping units (SKUs) from inventory.
- Check products for date codes and quality as needed. Responsible for assuring proper perishable days, etc. is maintained in system.

➤ **Communication**

- Insure all new products and vendors are set up according to company policy, including new supplier packets, proof of insurance, item maintenance forms, etc.

- Support the replenishment buyer with all information relating to the vendors and products to meet or exceed 99.5% service level and turn objectives.
- Work with other Category Managers, Procurement Managers and Replenishment Buyers to cover when someone else is out (i.e. vacations, illness, personal time, etc.)
- Communicate with all departments regularly including but not limited to the introduction of new products, discontinuance of current products, etc.

**Other Duties and Responsibilities:**

- Help attain the budgeted sales growth and profitability of each product category.

**Experience and Job Related Skills:**

- BA Degree in Business Management or equivalent is desirable.
- Detail oriented and extremely accurate.
- Excellent communication skills.
- General computer skills
- Strong negotiation and purchasing skills
- Strong organizational skills
- Accountability
- Communication and leadership skills
- Finance and inventory management knowledge
- Continual education and accrual of current information
- Positive representation of both position and company
- Self-motivated
- Creativity and Assertion
- Understanding of E3 software, Micro Soft Excel, Word, a plus
- Ability to work with many different people to achieve goal of first-rate service
- Strong problem solving skills
- Understanding of inventory turns and safety stock
- Ability to meet daily requirement
- 5 years food purchasing experience desired