



REPLENISHMENT BUYER

Burlington, WA

The Country Store serves farmers, homeowners, businesses, families and communities in Washington State, Coeur d'Alene, ID & Stevensville, MT. The company's main focuses are in farm & livestock supplies, hardware, lawn & garden centers, pet supplies and clothing. The goal in all divisions is to offer products and knowledge sought out by our customers with an emphasis on rural lifestyle, and to expand those goals into new market potentials.

The company is seeking candidates for a Replenishment Buyer position at its Retail Support Center. Candidates should be flexible and detail oriented with a great attitude while ensuring excellent customer service at all times. Qualified individuals should be organized and demonstrate a high degree of accuracy. The position will focus on coordinating the efforts of all staff to developing a highly effective supply chain focused on customer satisfaction and brand image.

J O B R E S P O N S I B I L I T I E S

Job responsibilities include but may not be limited to:

- Purchase products for the stores utilizing company reordering practices, prepare, issue and maintain purchase orders
- Utilize knowledge of computer programs, reordering systems and reporting tools to aid purchasing operations in maintaining proper stock levels, accurate cost of goods and accurate inventory
- Work with category managers in maintaining and monitoring promotional purchases and opportunity buys
- Maintain a filing system for all vendor related documents
- Help monitor supplier performance through purchase order fill rates, vendor returns and accuracy of invoice costs.
- Assure minimum orders to create efficiencies in reduction of cost for inbound freight.
- Assist store and distribution associates with questions and problems
- Check on shipment & delivery status of PO's
- Maintain a safe and clean work environment at all times
- Perform other duties as assigned by management

J O B R E Q U I R E M E N T S

- Minimum of one year experience in buying, category analysis or retail store employment
- High school diploma (or equivalent), or any combination of education, training, or experience that provides the required knowledge, skills, and abilities
- Possess a valid driver license and maintain a safe driving record
- Demonstrate proficiency with Windows operating system and Microsoft Office
- Physical ability to stand for extended periods; bend, stoop and kneel frequently
- Lift, carry and load 30 pounds (minimum) weight requirements
- Ability to effectively communicate both verbally and in writing with co-workers and customers
- Strong organizational, multi-tasking, problem-solving, and analytical skills
- Must pass background check and pre-employment drug screen as a condition of employment

PREFERRED QUALIFICATIONS

- Product knowledge in one or more of the following areas: feed, seed, pet food & supplies, horse/equine, hardware, fencing, lawn & garden supplies, animal health, tack, clothing & footwear, or wild bird supplies

HOURS / DAYS / SCHEDULE

This is a full time, 40 hours per week position, typically Monday – Friday. Must be available to work evenings and/or weekends as needed.

SALARY / WAGE / BENEFITS

A wage will be discussed during the interview process. The company offers medical, dental and life & long term disability benefits to full time employees. Employees may also participate in the company's 401(k) plan after meeting eligibility requirements.

TO APPLY

Download & submit an official Application for Employment to one of the following:

Mail: The Country Store
Human Resources
PO Box 266
Burlington, WA 98233

Email: HR@countrystore.net (reference "Replenishment Buyer" in subject field)

Applications for Employment may be obtained at any Country Store location or at: www.countrystore.net

