***Title:*** *Regional Stock Buyer*
***Department:*** *Purchasing*
***Reports To:*** *Purchasing Manager*

## Role Definition:

The Regional Stock Buyer is a vital component to the success of Millennium's inventory program and daily purchase order efficiency. This role is a support role designed to assist the sales department in making cost effective and efficient purchases on a branch and regional level.  This position will maintain all inventory levels for each region's locations, cut daily purchase orders, and develop vendor relationships specific to the region.  This position will ultimately benefit Millennium and its clients.

## Summary of essential job functions:

1. Inventory Levels
   a. Buy and maintain stock based on stock levels in NetSuite by each warehouse location in the region
   b. Communicate variances and freight with Market Manager of individual location
   c. Work with Inventory Analyst to develop the most accurate inventory levels to ensure 35 days of inventory on hand
2. Calculate correct order quantities according to inventory specifications
   a. Place stock purchase orders
      i. Vendor inventory on hand
      ii. Back ordered PO's
   b. Expedite delivery on selected products
3. Purchase using "best price" practices
   a. Verify correct pricing is used on all PO's
      i. Review historical pricing prior to releasing a PO
   b. Use previously negotiated pricing from sales department (vendor quotes)
   c. Use quantity price points by combining multiple locations if necessary
4. Manage inbound stock PO tracking
   a. Enter ship dates on all inbound stock PO's
   b. Communicate date changes with Market Manager

## Accountabilities

1. Stock level monitoring for regional locations
2. Stock purchase orders and drop purchase orders
3. Ability to buy and manage to a budget / goal
4. Manage inbound stock PO tracking
5. Purchasing efficiency with cost savings

Minimum Requirements
1. 1 to 3 years purchasing experience
2. NetSuite ERP experience preferred

3. Excellent time management skills with ability to multitask
4. Excellent communication skills