** Bulk Co-Buyer**

The purpose of the Bulk Co-Buyer position is to purchase product for the Bulk department. The Bulk Co-Buyer will be fully trained in placing orders, receiving orders, and merchandising for large distributors and independent vendors, as well as executing day-to-day department needs.

**Accountability:** The Bulk Co-Buyer is directly accountable to the Bulk Team and the Collective Management.

**Status:**

* Scheduled hourly staff at average 30 hours a week. Schedule determined by Bulk Team and Personnel Team.
* Reports to Collective Management.

**Compensation:**

* $12.00/hour starting wage. Raises in accordance with the wage structure.
* 15% Discount on merchandise
* 25% Discount on all special orders.
* Health Care
* Supplements at cost.

**Duties:**

**A. BUYING**

* In conjunction with co-buyer:
* Responsible for Bulk department buying
* Attends at least one Buyers Team Meeting per quarter
* Works with co-buyers to understand and maintain buying strategies
* Makes decisions on purchases as needed and agreed upon; reports to the team and CM
* Uses IS4C/CORE and other available data to inform buying decisions
* Monitors and maintains margins, tracking sales, shrink and spending. Works with Finance Coordinator when necessary to keep margins on track
* Responsible for verification of invoices for each delivery, checking pricing and receipt of goods
* Calls in, tracks, and follows up on credits
* Ensures proper receiving of orders throughout the department on various shifts
* Stays true to our buying standards and mission
* Maintains consistency and availability of products
* Coordinates deliveries and orders which maximize freshness and minimize out of stocks and shrink
* Gives excellent customer service
* Responds to customer requests and suggestions
* Assists in training and providing direction to working owners working within the Bulk Department
* Ensures proper inventory of Bulk Department

**B. DEPARTMENT MAINENANCE**

* Updates products within IS4C/CORE. Takes discontinued products out of use, updates pricing and order numbers, ensures complete entry of data within Item Maintenance.
* Ensures proper shelf tags and shelf talkers, as well as other available signage. All shelf tags and signage must be kept up to date, clean, neat, and legible.
* Assure that all products remain well stocked and rotated
* Maintain a high level of cleanliness in the departments
* Responsible for monitoring products for freshness and quality

**C. GENERAL**

1. Arrive to scheduled shift on time and prepared to work. This applies to breaks as well.
2. Thoroughly read and follow the ACG employee handbook
3. Provide excellent customer service as a top priority
4. Represent the cooperative in a positive manner
5. Answer and direct telephone calls, taking messages as needed
6. Communicate and resolve any question or problem with the Collective
7. Provide shoppers with information about natural foods, ownership, the cooperative, and our mission
8. Meet Collective requirements including meeting attendance and trainings
9. Perform other tasks conveyed by the collective

**Qualifications:**

* Be proficient with basic computer programs.
* Possess the following skills: organized, timely, and able to follow through on commitments.