



Job Description

Join a growing 100% Employee Owned and Operated Company!

Job Title: Buyer

Location: Mountain Hardware and Sports

Department: Purchasing

Reports to: VP of Purchasing and Marketing

Employment Status/Type: Full Time

Compensation: \$ [REDACTED] DOE

Job Summary

This role will be responsible for overall management of all buying operations with an emphasis on retail design, merchandising, and understanding the Mountain Hardware and Sports brand and aesthetics. Maintenance and management of buying processes and merchandise displays for all retail locations. Responsible for inventory/product analysis and management, completion of all invoices and purchase orders, tracking purchases, inventory levels and stock levels. Must be skilled in Microsoft Office Suites, have retail display and design experience, awareness of current trends, interest and experience in retail industry, be able to work a flexible schedule with ability to travel for tradeshow overnight and out of state, have an eye for detail, top notch customer service skills, and ability to work with guests, vendors, and employees in a professional manner. Reports to the VP of Purchasing and Marketing.

Duties and Responsibilities

- Encourages and demonstrates the Mountain Hardware and Sports culture of exceptional guest service, teamwork, innovation, and fun! Works well independently and with others. Enjoys “pitching in” whenever and wherever assistance is needed. No job is too small for any of our employees, if it serves our guests. Conducts and shows a high level of professionalism and courteousness to all guests. Values our safety culture, our Core Values, values employee ownership and operation, our local community, and maintaining a healthy, sustainable environment. Asks questions, shares concerns, or gives ideas on innovation and efficiencies that improve both the guests’ and employees’ experience.
- Management of all purchasing operations and related duties
- Accurate data entry, maintenance, and submission of purchase orders
- Contact vendors for purchasing details, pricing, and availability
- Monitor all purchase requisitions and communicate adjustments with vendors
- Process orders for multiple operations at different locations
- Maintain limited inventory management activities as needed
- Maintain vendor files
- Receives and screens telephone calls; takes messages, directs the caller to the proper office or person and/or provides factual information or problem resolution as needed.
- Attends to a variety of office administrative details, such as keeping informed of Company activities, arranging and attending meetings, scheduling appointments, transmitting



information, maintaining records and calendars, ordering and coordinating supply orders and arranging for equipment purchase and maintenance.

- Organizes and maintains various administrative, confidential, reference and follow-up files; purges files as required.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment and multi-line telephones; may operate a two-way radio or other department-specific equipment.
- Prepares correspondence, reports, forms, invitations, graphic materials, and specialized documents from drafts, notes, brief instructions, dictation, or corrected copy; and proofreads materials for accuracy, completeness, and compliance with company policies, format, and English usage, including grammar, punctuation, and spelling.
- Checks and tabulates standard arithmetic or statistical data; may summarize such information and prepare periodic numerical reports.
- Compiles materials and assists in the preparation of reports, manuals and publications of purchasing reports as requested.
- Contributes to a positive work environment by participating in solutions to problems as they occur.
- Manage day-to-day operations purchasing activities and ensure smooth supply of goods and services for use by the Operations teams.
- Manage inventory levels to maximize fulfillment while minimizing inventory costs and maximizing cost saving efforts.
- Seek to obtain the highest quality merchandise at the lowest possible cost.
- Develop and maintain purchasing instructions and procedures as needed.
- Within assigned categories, conduct sourcing, negotiate and award contracts/purchase orders that ensure the correct amount of the product or service is received at the appropriate time and at the most favorable cost.
- Make, return and follow-up on calls to maintain proper communications with clients, departmental staff and management staff.
- Confer with departments regarding requirements, specifications, quality of merchandise and delivery requirements.
- Set-up purchase documents and acquire approvals to assure compliance with established or newly created purchasing procedures.
- Confirm orders with suppliers, securing firm delivery dates, checking for shortages and discrepancies, and perform follow-up activities with suppliers as necessary.
- Solve invoice/receiving/inventory discrepancies.
- Propose improvements to the current purchasing system for higher efficiencies and lower costs
- Negotiate with vendors for goods and services
- Perform end to end service contract management.
- Collaborate with internal groups to contribute in management of obsolete and slow-moving stock
- Responsible for coordinating sourcing activities with suppliers to ensure on time delivery, quality, and cost effectiveness
- Manage material stocking levels to maintain proper balance between stock availability and inventory levels
- Responsible for identifying and developing supplier base
- Validate and rank most critical vendors with performance score cards



- Must use data to develop reports and metrics to monitor lead times, availability, stocking levels, etc.
- Responsible for maintaining procurement data integrity and accuracy incl. lead times, replenishment times, costs, etc.
- Work to identify and plan resource requirements to ensure on time delivery of our products and services
- Communicate effectively within the division and with other functional areas of the company to maintain alignment of customer service and the Operation Team's objectives
- Other duties as assigned

Skills and Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties:

- Have excellent communication, analytical, organizational and interpersonal skills.
- Ability to work in a fast-paced environment while maintaining a high level of accuracy and courtesy.
- Must be at least 18 years old.
- Must be able to work in the United States.
- Must have a valid driver's license with at least 3 years of driving experience that meets our standards.
- Must be able to communicate effectively in English.
- Must maintain a well-groomed and professional appearance.
- Must display top notch customer service skills.
- Proficient on Microsoft Office Suite, and Mac computer systems
- Prior experience with Epicor retail software desired
- Prior POS system knowledge desired
- Communication and time management skills
- Ability to work autonomously and with teams
- Ability to work flexible hours including evenings, weekends, and holidays
- Ability to travel to trade shows, includes overnight travel, flights, and other modes of transportation and accommodation.
- **Language Skills:**
 - Literate and fluent in English.
 - Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.
 - Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
 - Additional language(s) desirable.
- **Mathematical Skills:**
 - Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's.
 - Ability to apply concepts of basic algebra, geometry, and trigonometry.
 - Ability to calculate figures and amounts such as fractions, percentages, ratios, proportions, area, circumference, and volume to practical situations.



- **Reasoning Ability:**
 - Ability to apply common sense understanding to carry out instructions furnished in oral, mathematical, or diagram form.
 - Ability to deal with problems involving several concrete variables in standardized situations
 - Ability to define problems, collect data, establish facts, and draw valid conclusions.
- **Education and/or Experience:**
 - High School Diploma or General Education Degree (GED)
 - Or 3-5 years related experience and/or training; or equivalent combination of education and experience.
 - Retail inventory computer and database knowledge
 - Prior customer service, outdoor focused retail, hardware, retail, ski resort, or hospitality experience desirable.
- **Certificates, Licenses, and Registration:**
 - Valid Class C Driver License with a driving record meeting the minimum standards required by Mountain Hardware and Sport's insurance carrier.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand, sit, and walk; talk and hear; taste and smell; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.
- Often required to use the computer. Specific vision abilities required by this job include close vision, distant vision, color and peripheral vision, depth perception, and ability to adjust focus.
- Ability to lift/move 50 lbs. or more and occasionally lift and/or move up to 75 lbs.

Equipment Used

- Telephones, computer, database, office supplies, and filing cabinets
- Handheld radio
- Industrial retail, warehouse, and unpackaging equipment
- Cash registers / POS systems
- Snow removal equipment

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Harsh outside weather conditions.
- Occasionally exposed to wet and/or humid conditions; high precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; risk of electrical shock; explosives; and vibration.
- Noise level in the work environment is usually loud.
- Could be exposed to moving mechanical parts.
- Large work area environment.



Employee Name: _____

Employee Signature: _____

Date: _____

Employment with Mountain Hardware and Sports/Truckee Rents is "at will" for no definite period of time. The employee may terminate employment at any time without notice or cause, and so too can Mountain Hardware and Sports/Truckee Rents terminate employment relationship at any time without notice or cause.