



Position Available:

Procurement Support

Primary Responsibilities

- SKU building and maintenance – Build SKUS for procurement and sales team as needed. Daily review of new SKUS for missing information. Update existing SKUS with correct pricing, UPC's as needed.
- Vendor maintenance -updating general information, staying apprised of vendor price and freight changes, uploading vendor pricing into inventory system, etc. Yearly, system-wide price updates and uploads.
 - Review SKUS daily and adjust incorrect information
 - Collect new vendor price lists. Discount, freight info etc.
 - Match up SKUS to vendor costs on new lists. Fill in missing SKUS
 - Review vendor costs to determine if fit into our margin.
 - Import SKUs into new vendor price lists. Compare costs from the previous year and send them to be reviewed.
 - Produce excel "cheat sheets" to assist procurement team with Pricing.
 - Upload to Netsuite when ready
 - Upload vendor availabilities to shared drive.
- Purchase Order maintenance:
 - Provide state Purchasing teams with daily their daily reports of next day deliveries.

Experience and Other Requirements

- Experience working with Microsoft Office Suite, Adobe Acrobat, inventory management software, etc.
- Strong excel skills.
- Constant attention to detail and problem-solving skills
- Excellent communication and interpersonal skills.
- Some Knowledge of plants and or the landscaping industry a plus.

Job Specifications

This is an "in office" position, no work from home option available except for short-term exceptions that require approval by upper management. Must be able to remain in stationary position of either sitting or standing. Extensive typing and 10-key use required. Gross grasping and use of hands and fingers required.

Benefits Offered

401(K) with company matching of 4% once eligible. HMO and EPO Health plans with Kaiser and Anthem, employer pays portion of premium. Basic Life Insurance provided by employer. Dental, Vision and other voluntary insurances offered. Vacation, Sick and Holiday pay offered.

To Apply

Send a resume and cover letter to employment@devilmountainnursery.com.