**Variety Wholesalers, Inc./Roses**

**Henderson, NC**

**Buyer’s Assistant**

* Job Type: Full-time
* Salary: $14.00 - $14.50 per hour

**Come Grow with Us!**

Our Buyers Assistants provide diversified support for buyers in a dynamic fast-paced work environment. Our Buyers Assistants possess strong communication skills and act as a liaison between the Buyers, Internal Business Partners, and the Vendor Community. They must also possess strong organizational skills and the ability to multitask while maintaining attention to detail. They are resourceful and confident in problem solving. They must be able to work well independently as well as in a team.

**Duties and Responsibilities:**

* Enters purchase orders into appropriate systems in an accurate and timely manner for buyers across multiple departments.
* Follows up on all late orders and upcoming shipments and completes balances as needed.
* Completes all purchase order modifications including but not limited to delivery extensions, cancellations, and cost & retail changes.
* Works with internal departments to resolve issues (i.e. Accounts Payable, PO departments, Planning, Distribution, etc.)
* Communicates with vendors via phone and email regarding PO modifications/changes, PO shipment statuses as well as any other inquiries.
* Communicates with logistics to ensure vendors ship correctly.
* Creates and runs reports for buyers as needed (i.e. On Order, Sales, etc.)
* Organizes and maintains merchandise samples and sample space for Buyers including returning samples to vendors.
* Assists Buyers with special projects as needed Performs general tasks such as printing, filing, etc.
* Maintains positive relationships across different areas of business

**Who We Are Looking For:**

* High School Diploma or equivalent
* Self-directed individual who can work independently yet collaborate as needed within Merchandise Operations as well as cross functionally.
* Strong verbal and written communication skills with the flexibility to assess and tailor communication style to different personalities/needs.
* Strong problem solving skills and effective prioritization.
* Demonstrates flexibility and adaptability.
* High attention to detail, strong organizational and follow through skills.
* Strong ability to multi-task in a high volume and fast paced environment while meeting deadlines and maintaining a positive and professional demeanor.
* Ability to build relationships, be personable, maintain a positive attitude and collaborate with others.
* Ability to learn and adapt to new computer systems.
* Experience with Microsoft to include Word, Excel, and PowerPoint.

**Benefits:**

* 401(k)
* 401(k) matching
* Dental insurance
* Health insurance
* Life insurance
* Paid time off
* Vision insurance

**Schedule:**

* 8- hour shift
* Monday to Friday
* No weekends

**Experience:**

* Microsoft Office: 1 year (Required)

**For More Information and Apply:**

<https://www.rosesdiscountstores.com/careers/>