

HPM Building Supply

Job Description

Job title:	Senior Buyer	FLSA:	Exempt
Location:	Hilo / Keaau	Reports to:	Category Purchasing Manager or Director
Department:	Purchasing	Last Updated:	11/24/2021

Job Summary

The Senior Buyer works behind the scenes to help ensure an experience that wows our customers and grows our 100% ESOP company. The Senior Buyer ensures strong financial performance of assigned categories, executes pricing strategies, determines the right product assortments and builds strong relationships with co-owners. The Senior Buyer also hires, onboards, trains, develops and supports the Purchasing team.

Essential Functions

- Achieve annual financial and productivity goals such as Gross Margin Return on Investment
 - Create appropriate pricing strategy for assigned categories using the current company pricing strategy as a guide
 - Ensure pricing remains competitive by enacting consistent, thorough audits
 - Maintain sales and margin for their assigned categories
- Manage Category Inventory
 - Run Weekly reports to review supply and inventory levels.
 - Execute stock transfers from overstock branches to other branches in need.
 - Create an exit plan with your team and branch leadership to mitigate potential loss.
- Define and execute the merchandising strategy for their assigned categories
 - Plan categories based on business needs and competitive landscape
 - Evaluate competing vendors then select and implement the correct program: vendor needs assessment, rebate and co-op negotiation, pricing structure, promotions, etc.
 - Build a strong, compelling, and competitive stocking assortment
 - Conduct 2 – 4 full-line category reviews annually
 - Provide regular, consistent maintenance of product assortment within each category to ensure continual market relevance
 - Partner with Vendors, Merchandising team, and Store Operations to ensure communication and execution of all changes.
- Drive promotional strategy and ensure appropriate promotional products are acquired
 - Plan appropriate promotional products and quantities a minimum of 60 days out
 - Disseminate all required information to Purchasing team, Merchandising team, Marketing team and Store Operations
- Effectively manage a team of assigned buyers in their daily functions
 - Work with Manager/Director to hire candidates for departmental team
 - Hire, onboard, train, develop and support team members to meet job expectations
 - Assign specific responsibilities to each team member
 - Create and communicate challenging yet attainable job performance expectations

- Partner with Marketing team, Merchandising team, Store Operations and any other functional departments to drive the business and serve as the primary contact for your assigned
- Make at least one visit per month store locations that carries products in their assigned category
- Other projects and responsibilities may be added at the company's discretion.

Job Requirements and Qualifications

Education and Training Requirements: Bachelor's degree in business or equivalent experience

Knowledge and Ability Requirements:

- Requires strong financial acumen.
- Requires moderate to advanced computer skills, including ability to effectively use Microsoft Word, Excel, and Outlook; ability to master BisTrack (company's enterprise resource planning tool); create reports and analyze results.
- Requires ability to creatively problem solve and be resourceful in finding solutions.
- Requires exceptional interpersonal skills and self-awareness.
- Requires excellent written and verbal communication skills, including ability to follow-up and follow-through in a respectful manner.
- Must be self-directed, able to manage own time and execute projects on schedule.
- Must have the ability to develop strong partnerships with co-owners.

Experience Requirements: Eight years' experience in purchasing, preferably in the same or related industry.

Other Information

- Punctuality and regular attendance are mandatory
- Strict adherence to impeccable safety standards is a must
- Requires regular (approximately monthly) travel to branches on the Big Island (Hilo, Kona, Waimea), some (approximately quarterly) travel to branches on Oahu, Kauai (Lawai and Kapaa), and Maui (Kihei, Lahaina, Makawao, Wailuku)
- Requires travel to various industry shows on the mainland, about 4 per year

Owner Signature

Manager Signature

Owner Name (please print)

Manager Name (please print)

Date

Date

Note: We use the term "owner" instead of employee since we are 100% employee owned!