

PURCHASING MANAGER

Limelight & Electric is looking for a Purchasing Manager to start this spring/summer. The ideal candidate will be responsible for identifying and fostering relationships with our suppliers and vendors. Day to day tasks will have you oversee the implementation of the supply and organizational strategies to keep the store inventory maintained and the ordering of non inventory items delivered to the customer.

- Ensures storage and inventory control are performed in an efficient manner
- Update Management on any current or foreseeable inventory issues
- Analyze inventories to determine how to increase inventory flow, maintain appropriate stock levels, reduce waste and develop min/max levels
- A recommended minimum of 5 years of experience in a role with Purchasing and Inventory Control
- Strong negotiation skills to effectively negotiate with vendors
- Must have strong time management skills with the ability to work in a fast past environment
- Highly energetic and assertive with strong leadership skills
- Competent with MS Office skills (Excel), Google Docs, email, inventory management software
- Excellent verbal and written communication skills

SKILLS

In order to be successful at this position the following skills are necessary:

- Problem solving
- Computer knowledge
 - Email
 - Scanning and attaching documents
 - Quickbooks Pro Inventory Management Software
 - Excel/Google Sheets
 - Slack Team Management Software
- Clear Communication
 - Developing a rapport with vendors
 - Working alongside co-worker
- Detail orientated

EMPLOYMENT TYPE

Full Time

COMPENSATION

\$22-25/hour with \$1,000/year in Health Benefits

Apply with resume and cover letter to: office@limelightandelectric.com