



Employment Opportunity – Procurement Team Buyer

AGD has an immediate opening for a full-time **Buyer** to manage supplier relationships while focusing on revenue growth and profitability. The ideal candidate will be driven and ready to learn and adapt to a fast-paced business environment. The successful candidate will become a member of the Retail or Foodservice buying team.

Job Duties and Responsibilities:

- Develop and maintain positive and effective relationships with suppliers to ensure reliability and superb levels of service, which includes conducting periodic supplier meetings
- Negotiate with current suppliers for lowest possible cost of finished goods, most advantageous terms, discount structures, rebate, and co-op programs
- Develop partner programs with suppliers to increase AGD/Powell's competitiveness within the marketplace
- Place supplier orders to ensure optimal inventory levels available to service both our corporately owned Powell's Supermarkets and wholesale Retail and/or Foodservice customers
- Maintain supplier and product information in proper databases
- Maintain current information on pricing and promotions
- Work closely with internal departments to achieve company's sales goals
- Analyze historical trends to draw conclusions on past initiatives and devise strategies for improving sales and inventory quality
- May be required to participate in the research, evaluation, and selection of new suppliers

Qualifications, Skills, and Requirements:

- Experience with and demonstrated proficiency with MS Office applications (such as MS Word, MS Excel, Outlook, etc.)
- Excellent communication skills both verbal and written
- Ability to quickly learn new systems
- A working knowledge of Retalix would be considered a strong asset
- Ability to work well within a team environment while still achieving individual metric goals is imperative
- Ability to work well with deadlines
- Experience in purchasing/procurement, in the field of Retail or Foodservice, would be an asset

Please submit a resume to careers@agdni.ca stating the job title. Thank you for any and all interest in the position but only those selected for an interview will be contacted.