

TITLE: Assistant Buyer
DEPARTMENT: Buying
REPORTS TO: Buyer/Sr. Assistant Buyer
EMPLOYMENT STATUS: Exempt

SUMMARY:

The main purpose of the position is to place merchandise orders with manufacturers and maintain an in-stock position on all active items while eliminating overstocks.

RESPONSIBILITIES:

- Manage flow of paperwork with EDP, warehouses and Accounting
- Maintain correct vendor and item data in the AS400 system and update as necessary
- Investigate new ways to purchase merchandise cost effectively
- Confirm pricing on all orders when placed
- Communicate with Buyer on problem vendors and items
- Review warehouse operations with key warehouse and Buying staff
- Awareness of seasonal trends and react accordingly
- Maintain a professional relationship with all vendors and company personnel
- Manage offsite storage inventories
- Maintain in-depth knowledge of merchandise within responsible categories
- Ongoing research for the most effective ways of distribution of merchandise to warehouses
- Continuous review of merchandise categories and proposal of any necessary changes
- Other duties as required or requested

QUALIFICATIONS:

- 1 year experience buying and or sales or 6 months with BA/BS degree
- Excellent verbal and written communication skills
- Ability to work with others in a team environment
- Motivated to learn items, product categories and international logistics
- Able to take direction and accomplish tasks with minimum supervision, accurately and meeting deadlines
- Experience with AS/400, Strong Word & Excel skills required
- Strong Math Skills
- Travel required
- Organized
- Attention to Detail
- Strong Follow-up skills
- Works well under pressure
- Adaptable in a change oriented environment
- Bilingual Spanish/English Preferred

OTHER:

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Principal duties are intended to describe those functions that are essential to the performance of this position. An incumbent must be able to perform all of the essential duties outlined above. This position description does not state or imply that the above are the only duties and responsibilities assigned to this position. An employee holding this position will be required to perform any other position-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate

individuals with a disability.

Internal candidates, please submit resume to jobs@pricesmart.com or see Human Resources.

E-mail preferred. Please send resume and cover letter in Word format to: jobs@pricesmart.com. In the subject line, please indicate "Assistant Buyer" and include salary requirements in the cover letter. Please note that submissions without salary requirements may not be considered. You may submit by fax to: 858-404-8818 or via US mail to:

Human Resources

PriceSmart, Inc.
9740 Scranton Rd., Suite 125
San Diego, CA 92121
Fax: 858-404-8818
E-mail (preferred): jobs@pricesmart.com

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