



## Procurement Associate – Level 1

Witmer Public Safety Group, Inc. is searching for a full-time Associate Buyer for its fast growing emergency equipment and supply company. In addition to numerous showrooms and a specialized outside sales force, the two e-commerce websites: TheFireStore.com and OfficerStore.com are powerful, brand-focused settings for our customers to experience our industry leading prices, product selection, and customer service.

Reporting to the Procurement Supervisor/Manager, the candidate will have two-four years in a business office environment (previous buying experience a plus) and be responsible for managing vendor relationships and inventory levels for assigned vendors and warehouses.

## Qualifications & Abilities

- Two to four year degree in Business Administration/Management, or
- Equivalent experience in business environment in purchasing/inventory.
- Excellent computer (especially Outlook and Excel), phone, communication and interpersonal skills.
- Ability to work on multiple projects concurrently, managing one's own time
- Ability to meet all required deadlines; ability to change priorities quickly as needed; ability to independently handle stress and maintain a mature problem-solving demeanor.
- Knowledge of the public safety fields a plus

## Responsibilities

- Managing vendor relationships for WPSG for selected vendors.
- Maintaining pricing and item details at the vendor and SKU level.
- Managing stock levels at selected warehouses.
- Tracking and forecasting products.
- Creating and managing Purchase Orders.
- Creating new vendor accounts and SKU's in EBMS.
- Investigating and resolving incorrect invoices and shipments.
- Notifying other departments about discontinued items.
- Provide product information to call center, sales support and marketing department.
- Negotiating lead times and pricing with vendors
- Limited expediting
- Providing feedback to the supervisor of issues and information.
- Managing overstock levels and negotiating returns and inventory swaps.
- Working with marketing on promotional opportunities and clearance items.

To inquire about this position, please send resume and salary requirements via the following methods:

**Email:** [khuntsman@WPSGinc.com](mailto:khuntsman@WPSGinc.com)

**Fax:** 888-335-9800 Attn: Karen Huntsman

**Mail:** Karen Huntsman, Witmer Public Safety Group, Inc., 104 Independence Way, Coatesville, PA 19320

Note: There is no relocation assistance available for this position.