

Position Title: Just-in-Time / Cross-Dock Buyer

BiRite Foodservice Distributors is a family-owned business, started in 1966. Presently, the Company has over 300 employees and distribute dry and frozen groceries, fresh meats, chemicals, equipment and supplies to restaurants, hotels, and institutional users throughout the greater Bay Area.

The Purchasing Just in Time or Cross Dock Buyer position reports to the VP of Purchasing and administrates the daily cross dock fresh meat, produce and seafood (Just-In-Time) purchasing programs. The position maintains and updates multiple purchasing department data bases. Concise and detailed communication with Sales, Transportation, and Warehouse Departments, as well as Vendors and Brokers is required.

Major Duties and Responsibilities:

- Administrate daily fresh JIT cross-dock programs for meat, seafood and produce.
- Issue daily purchase orders to JIT suppliers
- Develop and maintain vendor relationships
- Maintain and update accurate product costs
- Communicate product availability to sales & customer service staff
- Other tasks as assigned by the department manager

Minimum Required Qualifications:

- 2 years of related purchasing and/or office administration experience is required
- 1-2 years of AS400 experience is required
- Verbal and written communication and organizational skills are required
- 10-key and keyboard experience is required
- Must be a team player and able to work harmoniously and effectively with others and perform well under pressure.
- Ability to prioritize in order to complete tasks on a timely basis despite frequent interruptions
- Detail oriented, *multiple task oriented*
- Willingness to learn and grow within the company and assume increasing responsibilities
- 1-2 years Foodservice experience is preferred
- BA College Degree is preferred

Salary: DOE

Work Schedule: Monday-Friday 7:30am-4:30pm

Health benefits, holidays, paid vacation, sick time after 60 days of employment. 401(k) and Profit Sharing after one year eligibility is met.

Position: Full Time, Regular

BiRite is an Equal Opportunity Employer