

## **PURCHASING AGENT**

BiRite Foodservice Distributors is a family-owned business, started in 1966. Presently, the Company has 245 employees. We distribute dry and frozen groceries, fresh meats, chemicals, equipment and supplies to restaurants, hotels and institutional users throughout the Bay Area and Northern California.

BiRite Foodservice Distributors is seeking a full-time buying position with work experience in purchasing and negotiating.

### **Major Duties and Responsibilities:**

- Generate purchase orders
- Develop, maintain, and negotiate vendor and broker relationships
- Maintain appropriate inventory levels
- Maintain accurate costs
- Source, negotiate and recommend potential new or alternate items and product lines
- Other tasks as assigned by a manager

### **Minimum Required Qualifications:**

- Minimum of 2 years of purchasing experience
- Candidate must have the ability to analyze inventory levels, usage forecasts and make purchasing decisions based this data
- Ability to negotiate cost of goods, payment terms and other allowances
- Be assertive, detail oriented and possess sound decision-making skills
- Must be able to multi-task and react quickly to changing situations and conditions
- Strong verbal and written communication skills required
- Be well organized, detailed, and accurate to meet deadlines
- Excellent follow up skills
- Be a team player, work harmoniously and effectively with other departments
- Must have stable employment history
- Ability to communicate effectively with coworkers and management

**Salary Range:** \$28/hr - \$40/hr DOE

**Work Schedule:** Monday-Friday, 7:30am-4:30pm, Full Time

Health benefits, holidays, paid vacation, sick time, 401(k) and Profit-Sharing once eligibility is met.

**BiRite is an Equal Opportunity Employer**

Job Type: Full-time

Salary: \$28.00 - \$40.00 per hour

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday

Ability to commute/relocate:

- Brisbane, CA 94005: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Purchasing: 1 year (Required)