

Buyer - Wholesale & Retail

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Company: Recruitment Matters

Location: Lusaka

Category: other-general

Overview

Our client is looking for a Buyer - Wholesale & Retail to join their team. **Duties and responsibilities include but are not subject to:**

Reviewing the guidelines and protocols of a wholesale establishment

Determining the type and quantity of goods to buy for a wholesale establishment

Selecting goods that fit the budget and purchasing requirements of an organization

Meeting with suppliers and negotiating transportation arrangements, prices, discounts, and credit terms

Managing the distribution of goods to outlets

Maintaining the required stock levels of an organization

Establishing and maintaining contact with merchandise suppliers

Keeping records of all transactions and submitting them to the accounting department for auditing

Skills

Excellent oral and written communication skills

Negotiating skills to get the best goods for the correct prices

Problem-solving skills to solve stock and inventory issues

Analysis skills to identify the required goods to buy from market reports, sales promotion materials and product events

Organizational skills to monitor merchandise and purchase orders

Leadership skills to manage interns and other employees

Qualifications

Bachelor's degree in business, finance, marketing or a related field

5 or more years of experience in purchasing

Ability to negotiate pricing and shipping details with vendors

Strong communication skills

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