



## **Job Description**

### **Purchasing / Inventory Specialist**

#### **Duties:**

1. Generate purchase orders for all stock materials based on information and copies of quotations given to you by the General / Operations Manager.
  - a. Update the Inventory Management spreadsheet to reflect the current cost of materials as they are purchased.
  - b. Update QuickBooks to reflect the correct selling price of materials based on updated costs.
2. Generate purchase orders for materials required to fulfill the needs of specific projects.
  - a. These purchases should typically be based upon the receipt of three quotations for the products that are required for the project.
  - b. Place a copy of the purchase order in the project folder.
3. Match all purchase orders, with the copies of the quotations, to the final invoice for the material.
4. Assist the Commercial and the Residential Sales staff with estimates by providing material quotations as requested.
5. Daily inventory of all materials that leave the yard.
  - a. This includes updating the values in the Inventory Management spreadsheet.
  - b. This includes awareness of any shortages in required inventory to ensure that purchases are made on a timely basis to allow for new deliveries without disruption of daily projects.

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6. Daily inventory of all materials that arrive in the yard.
  - a. This includes updating the values in the Inventory Management spreadsheet
7. Attend the weekly Progress & Scheduling Meeting (the day of the week and time of the meeting will be determined by the General / Operations Manager.)
  - a. Be prepared to give a report on any inventory, yard, or other area related to your job
8. This position will require three to five years verifiable experience with purchasing, inventory control, Microsoft Excel, Google Sheets, and Google Drive.
9. Ability to oversee Vendor management programs, holding vendors accountable for lead time, cost, and quality.
  - Manage inventory levels and ensure accuracy of stock records
  - Conduct regular inventory audits to identify discrepancies and resolve issues
  - Coordinate with suppliers and vendors to ensure timely delivery of goods
  - Monitor and analyze inventory data to identify trends and make informed purchasing decisions
  - Collaborate with cross-functional teams to optimize inventory management processes
  - Utilize warehouse management systems to track and manage inventory movements
  - Implement strategies to improve inventory control and reduce costs
  - Develop and maintain standard operating procedures for inventory management

## **Qualifications:**

- Bachelor's degree in supply chain management, logistics, or a related field (preferred)
- Proven experience as an inventory specialist or similar role
- Strong analytical skills with the ability to interpret complex data sets
- Proficiency in using inventory management software and tools
- Knowledge of e-commerce platforms and category management principles

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- Familiarity with distribution center operations and warehouse management systems
- Experience with financial modeling and analysis for inventory planning
- Excellent organizational and problem-solving skills
- Strong attention to detail and accuracy

**Note:** This job description is not intended to be all-inclusive. The employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

**Job Type:** Full-time

**Compensation:**

Competitive Salary

**Expected hours:** 40 – 50 per week

**Benefits:**

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

**Schedule:**

- Monday to Friday

**License/Certification:**

- Driver's License

**Ability to Relocate:**

- Cabot, AR 72023: Relocate before starting work (Required)

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**Work Location:** In person