



Purchasing Agent

ABOUT US:

Join Baudville, Inc, *The Place for Daily Recognition*, a trailblazing business-to-business product innovator, catalog marketer, and Internet retailer located in the thriving City of Grand Rapids, MI.

Under one big building are the two unique brands of Baudville and IDville. Baudville is the industry leader in providing day-to-day recognition solutions and awards for schools and the workplace. IDville specializes in photo identification systems and accessories that promote the safety of employees, students, and staff.

Together our two brands serve business, education, government, and healthcare markets while setting marketing trends and pioneering new products.

ABOUT THE OPPORTUNITY:

Baudville, Inc. seeks an experienced **Purchasing Agent**. The ideal candidate will have existing sourcing and purchasing experience in both domestic and international markets. He or she must have strong negotiation and interpersonal skills. Being an excellent communicator is imperative to the success of the Purchasing Agent.

The Purchasing Agent will source, develop and build strong vital relationships with vendors which includes troubleshooting and problem resolution. He/she will negotiate with vendors for the purchase of materials, supplies and services as well as actively work with our internal creative, catalog and warehouse departments to ensure quality products are being produced and delivered on both imports and exports.

If you have experience as a successful purchasing agent and meet the requirements of this position, we want to talk to you! Our combination of pay, bonus opportunity, benefits, hours, and fun work environment make this an excellent opportunity.

JOB DUTIES:

Job duties include, but are not limited to:

- Source, develop and build strong vital relationships with all domestic and international vendors. Troubleshoot all vendor issues for assigned products.
- Source custom items as needed. Work with sales team to provide information on all custom items and follow-up and communicate on status of all open orders.
- Negotiate with vendors for goods and services, negotiating the best possible price and service guarantee.
- Communicate clearly, concisely and effectively to appropriate internal staff to provide purchasing information needed regarding our products or future products to be sold as well as provide assistance with any purchasing issues.
- Understand the issue of Days on Hand versus Fill Rate and how to balance these opposite issues daily.
- Utilize reporting mechanisms to purchasing a wide variety of products under our standards and guidelines.
- Work with Brand Managers regarding packaging and delivery issues to customers – how to make the right impression.
- Ensure purchasing compliance with all vendors.
- Review and oversee purchasing and inventory procedures regarding pricing differences and inventory write offs.
- Develop new supply sources where vendors are inadequate.
- Assist Accounting Manager to establish account/credit terms with vendors.

- Work closely with Receiving Department to ensure proper supplies arrived and trace delinquent arrivals of Purchase Orders.
- Communicate effectively with management and other departments regarding pertinent changes and purchasing issues
- Support established policies to reflect strong support of corporate goals and vision.
- Run reports of reorders, backorders, items needed for clearance, items off backorder and all other reports requested.
- Support CSR on high volume quotes as well as product information changes.

REQUIREMENTS:

The ideal candidate will possess:

- Bachelor's degree in business or equivalent experience.
- Three to five years of Purchasing experience preferred.
- Demonstrated ability to communicate effectively, positively and professionally with others using both verbal and written communication skills.
- Experience with both domestic and international markets.
- Experience purchasing over a million dollars in product annually preferred.
- Positive and effective leadership experience a plus.
- The ability to thrive in a fast paced, results-oriented environment;
- Proficiency with Microsoft Office Products (Word, Excel, Power Point, Outlook).

At Baudville Inc, also known as *The Office of Positive Mojo*, we offer a challenging but rewarding work environment where employees respect and recognize each other. We are an equal opportunity employer dedicated to workforce diversity and a drug- and smoke-free workplace. Drug screening and background check are required. No phone calls please.