

Purchase & Sales Specialist

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$20.00 to \$22.00 hourly
Employment status: Contract / Temporary to Hire

Description

Robert Half is currently seeking a dedicated and detail-oriented Purchase and Sales Specialist to join our client's team in Torrington, CT. This role presents an exciting opportunity for individuals with a passion for sales and purchasing to contribute to the growth and success of our organization. This is a contract opportunity.

Job Responsibilities:

1. Sales Support: Assist the sales team in generating leads, preparing quotes, and following up with customers to close sales.
2. Order Processing: Process purchase orders accurately and efficiently, ensuring timely delivery of products and services to customers.
3. Customer Relationship Management: Build and maintain strong relationships with new and existing customers, providing exceptional service and addressing their needs and concerns.
4. Inventory Management: Monitor inventory levels and coordinate with suppliers to ensure adequate stock availability to fulfill customer orders.
5. Vendor Management: Source new suppliers, negotiate pricing and terms, and manage vendor relationships to optimize purchasing processes and minimize costs.
6. Sales Reporting: Prepare regular reports on sales activities, order status, and inventory levels to track performance and identify areas for improvement.
7. Quality Assurance: Ensure that all products meet quality standards and specifications before delivery to customers.
8. Compliance: Adhere to company policies, procedures, and regulatory requirements related to purchasing and sales activities.

Requirements

Qualifications:

1. Sales Experience: Previous experience in sales or customer service roles is preferred, with a strong understanding of sales principles and techniques.
2. Purchasing Experience: Experience in purchasing or procurement is desirable, with knowledge of procurement processes and supply chain management.
3. Attention to Detail: Strong attention to detail is essential for accurately processing orders, managing inventory, and maintaining records.
4. Communication Skills: Excellent verbal and written communication skills are necessary for effectively liaising with customers, suppliers, and internal teams.
5. Problem-Solving Abilities: Ability to analyze complex situations, identify solutions, and make informed decisions to resolve issues promptly.
6. Organizational Skills: Strong organizational skills are required to manage multiple tasks, prioritize workload, and meet deadlines in a fast-paced environment.
7. Computer Proficiency: Proficiency in Microsoft Office Suite and experience with sales and inventory management software is an asset.
8. Bachelor's Degree: A bachelor's degree in business administration, marketing, or a related field is preferred but not required.

This is a full-time position based in Torrington, CT, with opportunities for career growth and development within our organization. If you are a motivated individual with a strong sales and purchasing background and are looking for a rewarding career opportunity, we encourage you to apply.

Robert Half is the world's first and largest specialized talent solutions firm that connects highly qualified job seekers to opportunities at great companies. We offer contract, temporary and permanent placement solutions for finance and accounting, technology, marketing and creative, legal, and administrative and customer support roles.

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This Job Posting will expire in 10 days.