

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 05/02/2024



94555
Fremont, CA, 94555

Buyer

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: DOE

Employment status: Contract / Temporary to Hire

Description

Robert Half is seeking a Buyer! Buyers perform market research, product tests and evaluations and analyze competitors to determine what products are featured in stores, catalogs and online marketplaces. They often have the following responsibilities:

- Developing an effective and accurate system for monitoring purchase orders
- Delivering a weekly purchase order report to supervisors that indicates the invoice number for all closed orders
- Working within the management team to ensure that all deliveries satisfy the assigned orders and report any back ordered or missing products
- Assisting the Supply Chain Manager with maintaining inventory levels and materials on a regular basis
- Effectively communicating with the management team to ensure all orders are accurate

Requirements

- Strong interpersonal skills to work with team members, clients and suppliers
- Negotiation skills to work with suppliers and make better deals for the company
- An understanding of purchase order software platforms
- Good attention to detail to ensure all purchase orders are accurate
- Ability to work with a team
- Math skills to make sure all calculations are correct and avoid any unforeseen losses for the company
- IT skills to troubleshoot essential computer programs

-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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