

Job Train - Menlo Park (5924)  
To: Employment Counselor  
Date: 04/24/2024



94587  
Union City, CA, 94587

## 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

## 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

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