

## Fair Market Inc. Senior Buyer Position

The Senior Buyer has a background in the food service industry, not as a server

- Experience in liquidation or secondary market highly preferred
- Purchases goods and services according to the company's policies and procedures
- Coordinates with managers to maintain inventory levels
- Evaluates vendors based on price, reliability, capability, and previous transaction history
- Works with vendors to negotiate volume and cash transaction discounts, and other available discounts
- Ensures that purchasing documents are complete and accurate and include appropriate and reasonable terms and conditions
- Maintains pricing histories and other vendor records
- Sources new suppliers

Job Type: Full-time

Salary: \$49,547.00 - \$62,345.00 per year

Benefits:

- 401(k)
- Dental insurance
- Flexible schedule
- Health insurance
- Paid time off
- Referral program
- Vision insurance

Schedule:

- 8 hour shift

Application Question(s):

- Are you able to work in the Wentzville, MO office 3 days per week?

Education:

- Bachelor's (Preferred)

Experience:

- Procurement: 3 years (Required)
- Customer relationship management: 3 years (Required)
- Microsoft Office: 3 years (Required)

Shift availability:

- Day Shift (Preferred)

Work Location: Wentzville, MO 3 days per week; two days remote