



## Join Terryberry's team!

Terryberry is looking for an experienced, results focused Buyer to join our growing Procurement Team. Our ideal candidate is a professional with knowledge of purchasing best practices and product merchandising. We expect you to perform well in a team environment and have exceptional people skills.

### ABOUT US

**Our Mission:** When people are recognized for their efforts, they are inspired to achieve more. The mission of Terryberry is to help organizations provide their people with special recognition for remarkable contributions and achievements. We strive to create a fulfilling and rewarding environment where people achieve their best potential.

**Locations:** We're headquartered in Grand Rapids, MI, with locations throughout North America and Europe.

**Past & Present:** Founded by H.R. Terryberry in 1918 as a jewelry and award manufacturer in Grand Rapids, MI. The company is still family-owned, now in its 4th generation.



### RESPONSIBILITIES:

- Manages vendor relationships, including distributors and brokers.
- Manages all aspects of specific categories (SKU assortment, pricing, rebates, discounts).
- Leads internal collaboration with inventory control, receiving, and shipping to improve service levels.
- Uses analysis and industry information to drive the direction of product offerings in assigned categories by focusing on pricing, assortment, brands and marketing.
- Prepares and executes RFQ's for goods and services.
- Reviews quotes, negotiates terms and awards the business.
- Onboards new vendors.
- Maintains and monitors stock levels, forecasts order quantities based on inventory and sales information.
- Identifies slow moving items and develops plan for removal, return to vendor, or disposal.
- Participates or leads special projects driving efficiencies; vendor performance program, vendor portal for SKU replacement and attends trade shows.
- This job profile is not meant to be all inclusive of the responsibilities of this position; may perform other duties as assigned or required.

### QUALIFICATIONS:

- Bachelor's degree preferably in Business or Supply Chain required, or equivalent job experience.
- 4+ years procurement experience and/or product merchandising.
- Negotiation and planning skills.
- Financial/analytical acumen.
- Ability to meet deadlines while managing multiple priorities.
- Proven ability to perform in a fast-paced environment.
- High degree of stress tolerance
- Proficiency with MS Office Suite, particularly Excel and the ability to learn and effectively use new software.
- Excellent professional written/verbal communication skills.
- Strong degree of self-motivation and initiative.