



Buyer

The Buyer is responsible for sourcing, purchasing and inventory management for all IT spend, office supplies and some store print materials.

Responsibilities:

- Determine sourcing for IT hardware and services by evaluating potential suppliers and determine if they meet Build-A-Bear requirements
- Schedule meetings with key stakeholders and lead the evaluation process to gain stakeholder support for any proposed vendor changes
- Conduct financial analysis of sourcing options, US vs China vs UK and determine least cost approach for each item
- Monitor IT inventory items at both warehouses and order replenishment stock as required
- Purchase store print materials using information from Art Request system and clarification with creative and activation groups to understand needs and timelines
- Bid print material to vendors and award projects to selected vendors
- Ensure vendor has access to electronic files and manage proofing process and approvals
- Once print material is received distribute to stores ensuring timelines are met for store implementation
- Update activation tracking reports for future reference
- Handle incoming emails from stores on one off needs that are not satisfied by weekly and monthly supply requests
- Key items from warehouse to be send to stores
- Identify source for items that need to be purchased and create purchase orders to vendors
- Manage relationship with office supply, cleaning and lighting category vendors
- Monitor warehouse inventory levels of key store supply categories
- Responsible for the purchasing process for \$11M in annual spend

Qualifications:

- A Bachelor's degree with 2 to 3 years' experience in Purchasing or Supply Chain. Supply Chain or Purchasing Certification preferred.
- Ability to negotiate best price and services for Build-A-Bear.
- Proficiency in Microsoft Office – Word, Excel, Outlook, Access, PowerPoint
- Attention to detail with the ability to work in a fast paced environment
- Ability to develop and maintain strong relationships with internal and external customers
- Strong planning and organizational abilities and the ability to adapt to change
- Solid verbal and written communication skills and strong analytical reasoning skills

Apply online @ <http://careers.buildabear.com/Careers.aspx>

Build-A-Bear Workshop® is a leader in entertainment retail! We offer a competitive base salary and bonus opportunity, and comprehensive benefits. Come help us create the excitement and fun!