



JOB TITLE: Purchaser/Inventory Control Specialist

START DATE – TBD

STATUS: Regular Full Time

DEPARTMENT: Purchasing

REPORTS TO: Warehouse Operations Manager

SHIFT: 5 Day Work Week 9am to 5 pm

SALARY RANGE: **\$14.00 to \$17.00 per hour** based on Qualifications & Experience

JOB SUMMARY: This position works in coordination with the Senior Purchaser, performing administrative tasks as assigned including but not limited to the duties listed below.

Purchasing Responsibilities

- Orders beer, wine and N/A for selected suppliers
- Inputs Purchase Orders into EoStar
- Reviews lost sales reports & revises orders
- Corresponds with Sales regarding new items and special orders
- Uploads forecasts and downloads orders at various supplier sites
- Tracks availability and inventory of seasonal items for Sales
- Schedules full and partial loads with suppliers and distributors to ensure cost efficiency
- Schedules shipping and receiving dock times and posts daily
- Prints incoming freight scan audits, verifies BOL's, researches discrepancies and inputs into EoStar
- Resolves discrepancies with order acknowledgements & inventory

Inventory Control Responsibilities

- Processing orders from Sales Team into warehouse pick sheets
- Performs beer, wine and NA inventory cycle counts and complete warehouse product inventories
- Input and maintain UPC'S
- Revises bin locations as necessary
- Tracks close code product and takes proactive action to minimize loss
- Helps to dispose of problem packages by selling to other distributors or returning to breweries and coordinates these returns
- Schedules and coordinates brewery cooperation returns
- Additional duties as assigned

Required Qualifications

- Highly Effective Communication Skills
- High School Diploma or Equivalent (GED) required
- Minimum of 1 year of inventory control experience preferred
- Microsoft Office proficiency

To Apply: Email resume and cover letter to Jeni Phillips: hr@funbeverage.com
Fax 406-752-9311 or see HR for an internal application.