

# ROMAR SUPPLY, INC.

## Purchasing Agent/Inventory Controller

### The Company

Romar Supply is a growing and dynamic company that offers opportunities and rewards for hard work and great customer service. Founded in 1983, the company headquarters in Dallas, with branch operations in the San Antonio/Austin area. Our people are our biggest asset and share a common passion for building relationships which has helped shape us into the industry leader we are today.

Join us!

Romar is always seeking the right individuals to join our team. If you have familiarity and/or experience in PVF and plumbing materials, working in sales and inventory control, coupled with a commitment to great customer service, this is the position for you!

### Job Overview

The Purchasing Agent/Inventory Controller for Romar is responsible for procuring merchandise for resale and for inventory management. The Purchasing Agent/Inventory Controller negotiates with vendors to obtain the best pricing, delivery and terms of purchase to ensure optimum order fill rates and customer satisfaction. This position reports to the VP of Sales.

### Responsibilities

A successful associate will have the following responsibilities including but not limited to

- Analyze product on hand and projected product sales.
- Create vendor purchase orders to maintain the right product mix, optimum shelf quantities and satisfy projected product sales.
- Meet or exceed the executive team targets for fill rate/service levels, annual inventory turns and slow-moving/devalued inventory as set forth by the VP of Sales.
- Perform daily cycle count. Research and resolve all inventory discrepancies.
- Maintain successful relationships with sales, warehouse and accounting teams.
- Negotiate and maintain successful relationships with suppliers and vendors.
- Maintain market intelligence and report changes in pricing levels and potential problem areas or conditions that could adversely affect the company's procurement position.
- Identify and post online excess product in stock to maintain relevant inventory.

### Qualifications

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The ideal Purchasing Agent/Inventory Controller possesses a high attention to detail and excellent analytical skills. Strong verbal communication and negotiation skills are essential. The Purchasing Agent/Inventory Controller must be energetic, self-motivated and able to work independently. A successful associate will have the following qualifications including but not limited to

- High school diploma or GED
- Minimum 1+ years of purchasing and inventory control experience
- Strong interpersonal skills and the ability to build and maintain quality relationships with team members and vendors
- Ability to analyze sales and procurement data and understand the market trends to make the best purchasing decisions
- Have a comprehensive knowledge of PVF products and/or the ability and desire to learn
- Wholesale distribution experience
- Microsoft Office skills
- Experience or familiarity with the inventory management system Epicor Eclipse or the ability and desire to learn

### Benefits

As an established, successful company who prides itself on its stability, Romar can offer a competitive benefits package which includes group health and life benefits, profit sharing, paid leave (holidays, vacation, sick days, personal days) recognition programs, community involvement opportunities, and much more!

No travel is involved.