

## **Lake Valley Seed – Purchasing Agent/Buyer**

Lake Valley Seed, a national wholesaler and distributor of flower, herb, and vegetable seed packets is seeking a Purchasing Agent/Buyer. Reporting to the General Manager, this position will be responsible for:

- Determining purchase requirements by reviewing inventories and historical sales data
- Obtaining quotes from suppliers
- Purchasing bulk seed, printed packets, and hardware from domestic and international suppliers
- Communicating and confirm purchase orders to suppliers
- Following up on purchase orders and tracking deliveries from suppliers
- Identifying and sourcing new products
- Generating work orders for warehouse
- Purchasing both in-bound and out-bound freight services and warehouse supplies

Minimum requirements:

- Associates degree or higher in a business related field
- 1 -3 years of purchasing/inventory experience
- Excellent analytical, verbal, and written skills
- Literacy on MS Office applications
- Highly organized, ability to multi task and think creatively

Send a cover letter detailing your salary history/expectations and your resume to [jobs@lakevalleyseed.com](mailto:jobs@lakevalleyseed.com). NO PHONE CALLS PLEASE.