

# Paris Presents

INCORPORATED

## POSITION SPECIFICATIONS

### JUNIOR BUYER

#### COMPANY

Paris Presents is a leading, global beauty company; creating award winning brands of makeup tools, bath and body accessory products.

#### POSITION SUMMARY

The Junior Buyer is primarily responsible for supporting Buyer positions in the areas of Purchase Order creation, placement, expediting, administrative tasks and reporting. Works closely with PPI's ASW (AS400) mainframe system and various Excel reports.

#### Key responsibilities include:

- Purchase order placement support and maintenance
- Maintain order confirmation dates in ASW; prepare analysis for Buyers
- Expedite open purchase orders, update ASW, and summarize status
- Resolve shipment discrepancies
- Maintain vendor costing documents, including comparative analysis for multi-vendor production
- Maintain status reports in MS Excel or other reporting tools to document progress of selected Purchasing department activities
- Master shipping carton approvals
- Send updated UCC files to vendors

#### Position Qualifications:

- At least 2 years of inventory/buying/pricing experience
- Broad knowledge of principles and techniques of purchasing consumer packaged goods sourced from Asia
- BA/BS Degree in Business, Supply Chain or related field
- High proficiency in MS Office suite required (Excel pivot tables, data analysis and reporting)
- Familiarity with AS400 mainframe system a plus
- Ability to work within a team setting – will need to work cross-functionally and interact with internal stakeholders and overseas vendors
- High level of organization, detail and ability to juggle multiple and complex projects to meet deadlines

#### Ideal Personal Profile

- Excellent diplomatic demeanor
- Outgoing and proactive
- Thrives in a dynamic, fast – paced working environment and comfortable making decisions, and adjusting priorities and resources
- Futuristic attitude
- A juggler- likes to have multiple balls in the air