

Position:

American Refrigeration Supplies, Inc. (ARS) is a well-established, 80-year old HVACR Wholesale Distributor with 31 Branch locations across 6 states and is seeking a Buyer for our Inventory Management and Purchasing Department. This position is responsible for purchasing, inventory management, and expediting inventory of various commodities and products.

Duties and Responsibilities:

- Review inventory warehouse reports to identify items that require replenishment
- Determine the most effective and cost-efficient way to replenish each item or material either by purchase or inventory transfer
- Create the necessary purchase orders and communicate with suppliers
- Create the necessary inventory transfers and coordinate with shipping
- Communicate with sales team to accommodate special order requests
- Expedite products from suppliers
- Provide cost to sales and counter team
- Ability to analyze and interpret information to produce fair and equitable results
- Other duties as assigned

Job Specifications - Knowledge and Skills:

Qualifications:

- Computerized purchasing experience.
- An associate's degree or equivalent; 2-3 years of related experience and/or training; or equivalent combination of education and experience.
- Individual must have general organizational skills and able to work quickly and accurately. In addition, must possess strong work ethics, high level of integrity, good follow through skills, be self-directed, and can communicate both verbally and in writing.
- Great attention to detail.
- Knowledge and experience in the wholesale or HVAC/R industry desirable

Required Skills:

- Time management and organizational skills
- Customer service oriented with strong communication skills
- Highly detail oriented
- Proficient in Microsoft Windows, Outlook, and Excel

Work Environment/Equipment:

Centralized Purchasing Department
Purchasing, Accounting, Inventory, and Sales support
Phone and computer equipment to support daily activities

Physical Requirements:

Ability to answer and dialogue on telephones in a clear manner.
Occasionally walk to warehouse to review improper delivery.