



185 S. 33RD COURT  
MILWAUKEE, WI 53208

414.747.4001 [RISHI-TEA.COM](http://RISHI-TEA.COM)

## Job description

Rishi Tea is seeking to add an experienced Buyer to their dynamic sourcing team for premium goods and services. The ideal candidate will be high energy, have a passion for organic products, and be highly adept and confident at managing various purchasing activities in a high pressure environment.

### Summary

The Buyer works within the Procurement Department and is responsible for executing the organization's purchasing decisions efficiently, effectively and at acceptable cost resulting in the organization's spending and positive financial performance. The Buyer works closely with the Executive Director of Procurement, R&D Procurement Specialists, Database Analyst, Compliance Supervisor, & Warehouse Specialist Lead.

### Essential Duties and Responsibilities

The essential duties and responsibilities include the following. Other duties may be assigned.

- Manage vendor relationships;
- Price negotiation;
- Purchase Order creation;
- Order tracking & management;
- Price dispute resolution;
- Successfully transact and build competencies with inbound logistics;
- Solicit and provide necessary documentation for compliance and A/P Vouchers;



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- Review & Analysis of Open Purchase Order Detail by Receiving Status Audit
- Frequent Reporting:
- Work Order Item Detail Report
- Merchandising Report
- Stock Analysis
- Periodically analyze, maintain and evolve Purchasing Plans;
- And other duties and responsibilities as assigned.

***Goals of Position:***

- Source quality goods or services at an acceptable price that meet the organization's needs;
- Initiating transactions for Marketing, Packaging & Concentrates;
- Analyzing and coordinating transactions for other procurement spend as directed;
- Direct and up to date Purchasing insight through Buyer activities;
- Seamless transactional experience from Procurement to Accounts Payable;
- Support Executive Leadership objectives;
- To develop and broaden accounting skills and demonstrate aptitude for supporting procurement activities as it pertains to analysis of purchasing, inventory and cost accounting.