

**FISHER HAWAII**  
  
**OFFICE PRODUCT WAREHOUSE & WHOLESALE CLUB**  
**KAKA'AKO • DOWNTOWN • MAPUNAPUNA**

**BUYER, ASSISTANT**

We are searching for an Assistant Buyer to join our team. If you have retail, purchasing, and ordering experience, we would like to hear from you.

**ESSENTIAL FUNCTIONS:**

- Develop, inquire, and build relationships with suppliers.
- Develop and maintain contracting timelines for assigned projects.
- Purchase items that are appropriate for the stores and clientele through vendor catalogs and trade shows.
- Analyze what's best for the company in terms of quality of products, price payment terms and delivery speed.
- Resolve cost discrepancies by collecting and analyzing information
- Work with the marketing department to present special promotions and weekly and in-house ad items.
- Knowledgeable of store's inventory.

**REQUIRED QUALIFICATIONS:**

- Two years or more of high volume retail purchasing experience
- Ability to negotiate one-on-one with vendors
- Must have a valid driver's license and be able to travel off-island to attend trade shows
- Ability to identify seasonal/cyclical trends vs. everyday sales
- Ability to utilize critical thinking, deductive reasoning and math skills in decision making
- Experience using POS System, Microsoft Word and Excel, and navigating the Internet to research new product trends

**WORK HOURS:**

- 40 Hours/week 7:30am to 4:00pm

**BENEFITS:**

- Paid HMSA Medical, Prescription, Dental, and Vision Insurance
- Paid Holidays
- Paid Vacation
- Paid Sick Leave
- Participation in 401K

**PLEASE SUBMIT YOUR RESUME**