

Supplement Buyer

Department: Supplements

Reports To: Manager on Duty

Supervisory Level: None

Job Type: Full Time

Job Summary: As a Supplement Buyer, you are a driven and detail oriented individual responsible for researching, selecting, and purchasing quality products for our Vitamin, Supplement, and Health and Beauty Departments. You serve as the store's primary source of Vitamin and Supplement information, greeting and assisting guests on the sales floor and on the telephone. The Supplement Buyer will build close working relationships with department team members, managers, owners, and product vendors to ensure the utmost quality and success in all aspects of the job.

Responsibilities:

- Stocking shelves and unloading deliveries.
- Creating attractive and engaging displays and signage.
- Inventory control management including but not limited to purchasing, stocking, price changes, inputting sales, and merchandising.
- Scheduling meetings and demos with vendors.
- Participating in continuing education efforts such as: seminars, webinars, and both in-store and out-of-store trainings for the purpose of educating guests and supporting store sales.
- Controlling the accuracy of order invoices through diligent review and follow-up.
- Assisting customers with purchases, inquiries, product information, and special orders.

Basic Qualifications:

- 2+ years in a retail/customer service environment.
- Ability to stand on one's feet for majority of the workday.
- Effective time management and organization skills.
- Professional and friendly with great enthusiasm towards job and teamwork.
- Willingness to go above and beyond satisfying customer expectations and in-store experience.

Preferred Qualifications:

- 1+ year in product purchasing experience.
- Previous knowledge of the Vitamin and Supplement Industry is *preferred*, but a willingness and enthusiasm to learn quickly is **required**.

Life with Love:

With 30 years of serving our community, we know what it takes to run a successful store and are proud of what we do to help others live their best life! Our specialty is providing high quality natural and organic foods, nutritional supplements from the world's top manufacturers, a unique variety of holistic living products, and most importantly education and information on health, food issues and the environment.

Our team members are passionate about wellness, innovation, and collaboration. We are constantly striving to improve and better ourselves so that we can better support our customers, coworkers, and community. If you have a growth mindset, want to work alongside an incredible group of people, and you thrive in a fast-paced environment, you are probably a great fit for our team.

Love Whole Foods Cafe & Market is a family-run locally operated business that provides fair and equal employment opportunities. Hiring and promotions are based solely on qualifications, fit for the position and the business' needs.