



Church Supplies, Religious Books & Gifts
322 Consumers Rd, North York, ON, M2J 1P8
www.bbroughton.com

 @broughtons.rel   @broughtons_rel

Buyer

Broughton's Church Supplies, Religious Books & Gifts is looking for a Buyer. Specializing in all religious needs for the church, school and individual. We are looking for someone who is as passionate about religion as we are, outgoing and can supply outstanding customer service.

Main Responsibilities:

- Overseeing Data Entry & Management by Administration.
- Overseeing all Sales Orders, Quotes and Purchase Orders.
- Working with Sales/Store Staff in maintaining, replenishing and processing stock status of products and new stock ideas.
- Keeping all staff educated on new & current products from suppliers.
- Oversee all work done by Administration.
- Other tasks as assigned by Manager.

Qualifications:

- **Math Skills:** Basic math skills will be needed to analyze prices and obtain the best price possible.
- **Analytical Skills:** You will be working with multiple vendors to determine the best deals, and will have to evaluate the many pros and cons of each, based on price, quality, speed of delivery and other factors.
- **Decision-Making Skills:** You will need to use the information you have gathered to make decisions on behalf of our company.
- **Negotiating Skills:** You will be working with suppliers to negotiate the best deals.
- Excellent interpersonal and communication abilities.
- Ability to work with people in different departments.
- Computer Skills in Microsoft and data entry system.

We offer:

- Competitive compensation, benefits and incentives.
- Ongoing career growth and development opportunities.
- A dynamic, fast paced and challenging work setting.
- An inclusive and respectful environment.

Job Type: Full Time (Monday - Friday), some rare weekend work as needed.40 Hours work week.

Salary: Please include with resume and will be discussed during interview.

Job Location: B. Broughton Company - 322 Consumers Rd, North York, ON, M2J1P8

Education: College diploma or University degree in sales or business-related field would be an asset.

Experience: Buying/Retail experience would be an asset.

Please submit your resume with covering letter and salary expectations via email to Broughton's
mb@bbroughton.com

We thank you for your interest in this position, only applicants being considered for an interview will be contacted.