



959 South Kipling Parkway, Suite 200
Lakewood CO 80226
Ph: 303-758-6672
www.coloradonga.org

Job Posting

Purchasing and Product Development

Date Posted: March 9, 2023

Location: Botanical Interests, Broomfield, Colorado

Please Contact

Morgan McMillan

morganm@botanicalinterests.com

(720) 880-7297

Compensation:

\$57,000-\$62,000 based on experience.

Botanical Interests a Broomfield Colorado based company is actively recruiting a buyer to coordinate sourcing and purchasing of various components for our products, and to participate as a team member in new product development.

Position Summary: Handles all aspects of resale product sourcing and purchasing with focus on optimal usage of cash. Maintain supplier relationships as partners. Participate in new product development and sourcing of components.

Primary Areas of Responsibility:

- Negotiate prices, obtain quotes, purchase assigned items.
- Actively seek opportunities for cost reductions
- Create purchase orders.
- Work with operations to minimize shipping costs in and out.
- Assist with creating new products, work with vendors to create prototypes.
- Accountable for set up of new products/parts and communication with other departments.
- Stay aware of profitability/price sensitivity.
- Ensure all departments sign off on new part number creation.
- Uphold all quality standards.
- Work with suppliers to meet delivery deadlines.
- Maintain friendly relationships with suppliers - they are our partners in business.

Expectations:

- Adhere to Botanical Interests core values: Quality, Timeliness, Efficiency, Planning, Teamwork, Respect, Pride, and Fairness.
- Create a workplace environment that values not only Botanical Interests vision but also respects individual aspirations, ideas, & motivations.
- In office position.
- Monitor inventory levels.
- Understand inventory needs, flow, interconnected issues.

- Effectively communicate with all departments as needed to avoid errors and confusion.
- Obtain best pricing for each item purchased while maintaining quality.
- Make purchases with cash flow and space allocation in mind.

Secondary/Back-Up Areas of Responsibility:

- Product Development (Team member)

Required Skills/Experience:

- 3-5 years Purchasing experience required.
- Experience and familiarity with freight shipping, including international shipping and customs.
- Strong analytical skills
- MS Office experience, including strong knowledge and skills using Excel.

Salary Range:

- \$57,000-\$62,000 based on experience.
- Medical, Dental, 401K available.
- 3 weeks paid time off, 8 paid holidays.