



POSITION ANNOUNCEMENT: GCC BUYER

The Buyer position requires a professional supporting operational responsibility within GCC's retail and publishing departments. This position is responsible for buying and managing inventory. The position collaborates closely with all areas of retail and marketing.

The Buyer position is a full-time, non-exempt, benefit-eligible position that reports to the Senior Buyer and Inventory Manager. This position is on-site and located at Grand Canyon South Rim. There is rental housing available for this position as the position is housing-eligible.

PRIMARY RESPONSIBILITIES

Duties vary with the workload and could include, but are not limited to, the tasks listed below.

Work with assigned vendors on cost negotiations, pricing strategy, new product review, lead times, packaging guidelines, and exclusive development. Maintain margin requirements within the parameters of organizational goals.

- Promptly address, quality concerns, and damaged and defective merchandise. Follow up on shipments as necessary
- Maintain positive and productive relationships with all vendors and evaluate performance based on quality, price, reliability, and delivery time
- Maintain close correspondence with vendors, including placing and confirming orders
- Maintain a positive and professional relationship with the Chief of Interpretation for NPS.
- Assist with the planning and execution of promotional plans and strategy
- Update data for items/vendors
- Input lead times and case packs for reorders
- Revise item min/max requirements as needed
- Run reports in conjunction with the Senior Buyer as needed to analyze sales data for category analysis and other reports as needed for weekly, monthly, and quarterly reporting to the organization
- Post orders to and revise the Order Log as needed
- Maintain an efficient filing system for outstanding and received orders
- Ensure all written and oral communications are respectful and professional; maintain a positive and productive workplace environment.
- Work closely with Distribution Center (DC) personnel to make sure proper documentation exists for orders
- Forecast and maintain proper inventory levels, working in collaboration with the Senior Buyer, DC Manager and Retail Operations Manager
- Attend and assist in the execution of all physical inventories
- Keep abreast of current retail/merchandising trends, visitor preferences, and competitor activities
- Attend trade shows and conferences as applicable
- Maintain retail product calendar with information on new products, price changes, discontinued items, and out-of-stock issues.
- Participation in bi-weekly on-site visits in GCC Retail Stores to stay connected with Retail Managers and their challenges, optimize merchandising, and focus on visitor purchasing patterns and requests
- All South Rim-based positions may be required and will be trained to work in our retail stores as business needs dictate

MINIMUM QUALIFICATIONS

- Two years of experience in retail buying in the areas of theme-based design, gift, and logo merchandise

PREFERRED QUALIFICATIONS, SKILLS, AND CHARACTERISTICS

- Knowledge of Inventory Management Software and Microsoft Suites of software
- Demonstrated ability to communicate effectively in written and oral forms
- Direct experience building and maintaining vendor relationships
- Should possess analytical and decision-making skills
- Ability to maintain effective working relationships and work effectively with a team
- Demonstrated ability to handle a fast-paced environment and meet necessary deadlines
- High level of Integrity
- Skilled with Microsoft Office software

GCC CORE VALUES

GCC has identified four core values representing how we interact with our employees, partners, visitors, supporters, and followers. Our values include:

- **Integrity:** We are honest, respectful, inclusive, caring, and accountable for our actions. We operate at a high level of excellence, utilizing our resources to their best and fullest potential.
- **Education:** We are a dynamic learning organization uniquely positioned to cultivate the “awe” of the Grand Canyon.
- **Service:** We embrace our role as a valued partner of the National Park Service at Grand Canyon National Park and will provide the highest level of excellence in every interaction with employees, partners, visitors, supporters, and donors.
- **Connection:** We foster a sense of wonder and adventure for the Grand Canyon.

WORKING CONDITIONS

- Performs 70% of job duties in an office setting
- Works long hours at a computer, repetitive hand motions with the keyboard
- Sit for long periods, up to four consecutive hours at a time
- May occasionally work more than 40 hours per week or on weekends and holidays to meet critical deadlines and for special functions
- Ability to occasionally lift up to 25 lbs
- Ability to travel and work flexible hours essential

TOTAL COMPENSATION

GCC provides a comprehensive benefits package including vacation and holiday pay, sick leave, Canyon Experience Days, employer-supplemented health benefits package including medical, dental, vision, and health savings account (HSA) plan, employer-paid long-term disability, and life insurance, employer-paid 401(k) retirement plan, and discounts in our retail stores and Grand Canyon Conservancy Field Institute offerings. The hiring salary range for the position is \$23.40 to \$26.06 per hour.

HOW TO APPLY

Please visit our website at: <https://www.grandcanyon.org/about-us/employment/>

We ask that you include a resume and cover letter with your application.

**Grand Canyon Conservancy is the official nonprofit partner of Grand Canyon National Park.
We are an Equal Opportunity Employer.**

