

## **ADVERTISEMENT**

Buchanan Group, Inc., 600 East Ohio Street, Indianapolis, IN 46202 has a Purchasing Agent Funeral Products position available. Duties are: Using an understanding of foreign currency risk concepts and a working knowledge of hedging techniques with the USD/Yuan and the USD/Indian Rupee, manage vendor and supplier relationships for importing funeral products (caskets and other funeral products) with China and India based vendors and assist with importing from Mexico and Puerto Rico. Have direct contact with bank branches to coordinate wire payments and with vendors in China in product discussions. Negotiate prices and terms with suppliers, vendors, or freight forwarders. Analyze funeral product costing to be used for vendor negotiations to control cost to improve cost of sales and company financial performance. Analyze, understand and translate market opportunities into actionable recommendations to achieve company objectives. Conduct research and quantitative analysis on warehousing costs and make recommendations to management regarding warehouse operation expansion, both nationally and internationally, and give direction to staff on accounts payable, pricing and inventory control. Monitor and analyze overall inventory levels, establish order points on all funeral products, issue purchase orders to all vendors scheduled to maintain adequate inventory levels at all stocking locations. Monitor Product Receipts to account for out-of-spec merchandise. Communicate damage or non-standard spec conditions to China and India vendors and coordinate replacement or resolution. Measure compliance by all foreign vendors to established agreements. Collaborate with product vendors to establish production guidelines to accelerate delivery timelines, obtain this through relationship building and earning vendor confidence by meeting all commitments and sharing market intelligence in geography served. Evaluate and recommend technology solutions to improve tracking and reporting of product distribution, storage, or inventory by using SAP Crystal Reports. Research and analyze alternative vendor sources, manage the process of evaluating and adding new vendors/factories to the company's approved supplier program, and communicating data on products and vendor data. As a key contact, maintain funeral product vendor relationships by monitoring product volumes, obtaining key product specs from market and meeting with vendors to discuss and plan development. Key performance measures should include lead time, quality, order service, and price/cost issues. Minimum requirements include: Two years' administrative and international business transactional experience. Fluency in English and Chinese required. Level 2 certification in SAP Crystal Reports required. Travel of two to four weeks duration once per year to China is required. Background check. Bachelor's degree in accounting or finance or related field. Please send resume to ATTN: Chief Administrative Officer, Buchanan Group, Inc., 600 East Ohio Street, Indianapolis, IN 46202. No phone calls please. An equal opportunity employer.