

Augusta Cooperative Farm Bureau, Inc.

Job Title:	Animal Health Purchasing/Dept Lead	Job Status:	Full Time
Department/Group:	Staunton Store	Reports To:	Store Manager
FLSA Status:	Non-Exempt	Travel Required:	Some
Job Category:	Regular	Positions Supervised:	None
Work Schedule:	Monday - Friday 8 -5; every other Saturday 8 - 5.		
Job Summary:			
Evaluate vendors/purchasing program to ensure that animal health merchandise is sourced and purchased to provide the best possible value to Co-op patrons. Provide assistance to the Store Manager, staff, and retail personnel on various projects and programs.			
Job Description			
TO PERFORM THIS JOB SUCCESSFULLY, AN INDIVIDUAL MUST BE ABLE TO PERFORM EACH ESSENTIAL DUTY SATISFACTORILY. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE QUALIFIED INDIVIDUALS WITH DISABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS.			
ESSENTIAL FUNCTIONS			
<ul style="list-style-type: none">• Ensure that Gross margins are adequate to provide for profitable operation of the Co-op within assigned sales categories; review gross margins on a regular basis to look for increased retail margin opportunities; maintain profitable gross margins within categories and update costs/retail as needed.• Research inventory discrepancies and work with retail locations to resolve problems.• Assist stores with special order inventory items and work with retail associates to locate and approve new suppliers.• Monitor various reports from the Merchant system and utilize those other electronic information systems to assist in maximizing retail profits.• Assist in educating and training retail associates on product knowledge and operations training; schedule training with Co-op vendors, others to help improve employee product knowledge.• Work with retail stores/advertising manager to direct Co-op promotional efforts and maximize advertising investment.• Solicit and evaluate bids from suppliers, select vendors, pool orders to maximize pricing/payment terms, and help control inventory levels on product.• Develop a list of items for Co-op sales flyers, and work to monitor inventory levels to support promotions, communicate with retail stores on manufacturer promotions/special offers.• Monitor competitors’ promotional materials to ensure that Co-op retail stores remain competitive in the marketplace.• Attend trade shows and vendor events to look at new products/programs and evaluate their potential for Co-op stores.• Assist Store Manager, other staff associates on special projects as requested.• Assist in identifying potential special events and work on planning and execution of these promotions.• Work with the General Manager, retail stores, and others on developing retail budget numbers.• Participate in industry events and groups to help provide maximum exposure to the Co-op.• Help monitor retail inventory levels and assist stores in identifying slow moving/obsolete inventory and assist in developing plans to liquidate it.• Develop and contribute content/promotions/promotional items to feature on the Co-op website and social networking sites.			

- Review assigned vendor invoices for accuracy in pricing, terms, etc.; follow up on discrepancies on vendor billing.
- Perform any and all duties necessary to help provide for the profitable operation of the Co-op.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Education: High School graduate or General Education Degree (GED),
- Bachelor's Degree (four year college or technical school) or work equivalent,
- Experience: 1 year of experience preferred and agricultural background preferred,
- Computer Skills: Proficiency with Microsoft Office Programs; ability to learn company software; ordering through vendor sites; and ability to learn newer versions of Microsoft Office,
- Must be able to speak, read, write, and comprehend English.

Competency Statement(s)

- Ambition – The drive to achieve personal advancement.
- Business Acumen – Ability to grasp and understand business concepts and issues.
- Competitiveness – Willingness to strive to get ahead or to finish projects.
- Ethical – Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Financial Aptitude – Ability to understand and explain economic and accounting information, prepare and manage budgets, and make sound long-term investment decisions.
- Goal Oriented – Ability to focus on a goal and obtain a pre-determined result.
- Self-Motivated – Ability to be internally inspired to perform a task to the best of one's ability using his /her own drive or initiative.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Analytical Skills – Ability to use thinking and reasoning to solve problems.
- Detail Oriented – Ability to pay attention to the minute details of a project or task.

ADDITIONAL NOTES

This job description reflects management's assignment of essential and central functions of this job; It does not restrict management's rights to assign or reassign duties and responsibilities to this job at any time; Changes to this job description should be expected to meet the changing needs of the business and its customers.

Physical Demands:

Sit and manually manipulate 5+ hours per day.

Work Environment:

Retail Store and basement.

Employee Signature:		Date:	
Supervisor Signature:		Date:	
Last Updated:	07/19/2025	Reviewed:	07/19/2025