

## **Grocery Buyer's Assistant (kentfield)**

Woodlands Market, Marin's premier upscale grocery, has an immediate opening for a Grocery Buyer's Assistant at our Kentfield store.

Reporting to the Grocery Buyer, the Grocery Buyer Assistant's primary role is to assist the Grocery Buyer with daily tasks, allowing the Grocery Buyer more time to focus on "big picture" tasks.

- \*Handle small/direct vendors and keep on top of reorders, including some vendor meetings and phone calls
- \*Set up and help design store displays such as end caps
- \*Continuous shelf maintenance including restocking, cleaning, facing, checking for reorders, out of dates and proper tags
- \*Control inventory levels according to sales and limit back stock
- \*Communicate with customers, vendors, and coworkers in a positive and proactive manner
- \*Available and willing to assist customers with product questions at all times while on the sales floor
- \*May suggest new items to Central Grocery Buyer
- \*Must have flexible schedule including weekends

### Required Skills

- \*Knowledgeable of gourmet grocery items including gourmet items
- \*Ability to work independently
- \*Computer literate (Word, Excel, est...)
- \*Problem Solver
- \*Self motivator/takes initiative - ability to achieve results under limited direction
- \*Highly organized and strong attention to detail

### Education/ Experience

- \*Prefer but not required 5 years experience in grocery industry

All employees are offered great perks such as store discounts, lunch discounts, holiday premium pay for recognized holidays.

Full-time employees receive a generous benefits package including Health/Dental/Vision Insurance, 401(k), paid vacation and paid holidays.

Apply to this posting directly and/or stop in to fill out an application

We are a family-owned gourmet market committed to our community and building on our success since 1986. Please visit us at [www.woodlandsmarket.com](http://www.woodlandsmarket.com) to learn more.