



**Rosemont Market & Bakery** is an award-winning, independently owned business dedicated to cultivating community through joyful food. We make up six (and soon to be eight!) consciously sourced markets conveniently placed throughout Greater Portland.

Inspired by a European-style grocer, our markets are designed to serve customers who enjoy shopping daily, or multiple days a week, to source the freshest ingredients for each of their meals. Our customers build relationships with our employees, allowing for trusted recommendations and meaningful conversations around food.

### **Job Description: Buyer (Full Time)**

**We are seeking an experienced buyer to contribute to our portfolio of purchasing categories, including specialty groceries, craft confections and beverages, fine cheeses, meats, charcuterie, and the best natural, organic, and local goods we can find.** The buyer will participate in company-wide retail and warehouse inventory management, and will work closely with co-buyers and department managers to conduct regular analysis of product variety, costs, and efficiencies. They will also collaborate with our supply division and marketing team to curate category representation, build supplier relationships, and strategize merchandizing opportunities. The ideal candidate for this position will also demonstrate the following criteria:

- Passion for local food systems, food economies, and specialty foods.
- Exceptional interpersonal and communication skills, both written and verbal.
- Strong mathematical, computational, and analytical thinking skills.
- Confidence and accuracy with respect to budget and inventory management.
- Independent time-management skills and ability to sustain multiple ongoing projects.
- Advanced comprehension of spreadsheet functionality and excellent organizational systems.
- Proficiency in MS Office applications.
- English language proficiency required.

### **Work Environment:**

- Regular visits to Rosemont's Portland Headquarters required: combined administrative office wing, commercial warehouse, and food production spaces. Not open to the general public.

- Regular visits to Rosemont retail markets required: busy grocery markets located in Yarmouth, Falmouth, Portland, Cape Elizabeth, and Scarborough. Markets feature local and specialty foods and beverages, including produce, cheeses, meats, baked goods, wine, beer, groceries, and more.
- Independent and reliable transportation to travel between headquarters and retail locations as needed. Rosemont will reimburse for mileage.
- Moderate noise levels at all locations.
- Potential for some remote work.

### **Education and Experience:**

- Previous professional experience with wholesale buying and vendor relations, minimum 1 year required.
- Minimum 3 years of professional experience in food commerce, or an advanced degree in a related field.
- High School diploma or equivalent required, College degree preferred.
- Previous professional experience with POS systems; familiarity with Catapult preferred.
- Previous professional experience interfacing with spreadsheets and Inventory Control Systems.

### **Compensation & Benefits:**

- Salaried, commensurate with experience.
  - Employer-paid Health Insurance.
  - Paid Vacations.
  - 35% Grocery Discount.
  - Regular staff education and engagement opportunities offered for professional development.
- Community perks such as raffles for Thompsons Point concert tickets and other local events.

### **Physical Requirements:**

- Ability to stay seated and or standing at a computer desk for sustained periods.
- Extended computer-screen use.
- Ability to lift 50 lbs. carton or bag.
- Ability to lift, twist, squat, and reach.

### **To Apply:**

If you are interested in joining our buying team, please email a current resume and brief personal letter of interest, with the Subject Line “Buyer” to [jobs@rosemontmarket.com](mailto:jobs@rosemontmarket.com)

Please only include PDF or .doc attachments.

*Rosemont Market & Bakery provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*