

Position Title: Associate Buyer

Purpose of the Position:

This position is responsible for ordering licenses and configured orders from Avaya, and following through purchasing cycle until customer is able to be invoiced. Also provides support to the Purchasing Department as needed.

Duties and Responsibilities Include:

- Processing license and configured orders for foundation vendor Avaya; creating purchase orders and sending to vendor.
- Applying pricing deviations to orders to reduce cost.
- Creating license transaction numbers in Avaya's RFA site, so that resellers can access the licenses.
- Invoicing the customer for licenses, in order to close the purchase order.
- Tracking and invoicing Software Support for license orders.
- Work with sales reps to insure accuracy of quantities, pricing and customer information.
- Back-up support for other buyers as needed.
- Stock and/or dropship purchasing for smaller vendor lines.

Qualifications and Skills:

- Familiarity with Microsoft Office programs.
- Work independently and manage multiple tasks at a given time.
- High School Diploma required, college education preferred.
- Compass or Oracle experience helpful but not required.
- Must be comfortable interacting with both sales reps and vendor's order management personnel.
- Basic math skills required.

Company Overview:

Westcon Group is a fast growing, multi-national specialty distributor of networking, communications and security equipment for leading technology vendors. Westcon Group is comprised of individual operations under the Comstor (Cisco-focus), Voda One (Avaya-focus) and Westcon (Nortel-focus) brands, creating a global distribution business throughout North America, Africa, Asia, Australia, Europe and South America. We are committed to the delivery of superior quality of service based on a foundation of honesty, integrity and ethical treatment.

Our employees are as important as our customers and we take pride in recognizing their outstanding talents and efforts.

Visit our website at www.westcon.com for more information.

We offer:

- Healthcare Benefits (Medical, Dental, Vision and Prescription Drugs)
- 401k with Employer Match
- Paid Time Off
- Life Insurance and Disability Coverage

Westcon Group is an AA/EO employer and actively seeks candidates from diverse backgrounds.