

Position Title: Associate Buyer

Purpose of the Position:

To ensure cost effective and timely purchasing of Cisco drop ship orders for WGNA in line with business needs and against authorized Sales Orders.

Duties and Responsibilities Include:

- Drop shipping ordering for Cisco product.
- Creating purchase orders and sending them to the vendor.
- Work with sales reps to insure accuracy of quantities, pricing and customer information.
- Following through purchasing cycle until customer is able to be invoiced.
- Providing support to the Purchasing Department as needed.

Qualifications and Skills:

- Bachelor's Degree with 1-2 years of purchasing experience, preferably in the procurement of IT.
- Ability to work individually as well as a part of a team.
- Ability to manage multiple tasks at a given time.
- Knowledge of Microsoft Office programs.
- Must be comfortable interacting with both sales reps and vendor's order management personnel.

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.