

## **Position Title: Cisco Product Specialist**

### **Purpose of the position**

This is a key position on the Cisco Purchasing Team. The objective of this position is to provide inventory management support to the Cisco purchasing team leader/Sr. Buyer. This position works closely with sales to insure inventory and purchasing is aligned with sales to minimize stockout, minimize aged and slowing moving inventory and increase inventory turns.

### **Duties and Responsibilities Include:**

#### Cisco Inventory

- Inventory Optimization
- Monitor inbound inventory
- Expedite and adjust freight to meet company goals
- Recommend purchases

#### eDelivery

- Administer subaccount setup and fixes
- Work with Cisco on improvements
- Train sales and customers on the process

#### Android

- Download files and check validity
- Run Android and assist IT with troubleshooting
- Adjust logic settings as needs evolve
- Adjust output based on product knowledge

#### CiscoCBN

- Monitor the process in both Compass and through sales flow
- Inspect and approve at necessary points in the process
- Update CBN order tracking spreadsheet
- Adjust process and re-educate team when necessary

### **Qualifications**

- Ideal candidate should possess 1-2 years of professional experience.
- Excellent interpersonal skills, excellent oral and written communication skills.
- Be detail-oriented and able to multi-task.
- Works well in a high-paced environment.
- Knowledge of Cisco and Cisco products desired.
- Knowledge of JD Edwards ERP system desired.
- Working knowledge of Microsoft Excel.
- College degree desired.

We offer:

- Progressive Compensation Package (base salary and commission)
- Healthcare Benefits (Medical, Dental, Vision and Prescription Drugs)
- 401k with Employer Match
- Tuition Reimbursement
- Paid Time Off
- Life Insurance and Disability Coverage

**Company Overview:**

■ Westcon Group is the world's leading specialty distributor in networking, security, mobility and convergence. We provide the most effective route to market for our vendors, the highest levels of support to our customers and through our success and growth, the industry's best employee experience. We are 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.

■ **Vision:** We believe that building and enabling unique and effective routes to high growth advanced technology markets is key to ensuring fundamental growth for customers and manufacturers. We achieve this through recruitment, retention and delivering ongoing value to best of breed and best in class vendors/manufacturers, customers and employees.

Visit our website at [www.westcon.com](http://www.westcon.com) for more information.

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