



# Job Listings @ Area Businesses

## For OFTC Students & Alumni

These job openings are posted by OFTC's Career Services on behalf of local businesses in our communities. OFTC is a unit of the Technical College System of Georgia and an Equal Opportunity Institution.

**Job Title:** Planner Assistant

<b>Company:</b>	Farmers Home Furniture	
<b>Contact:</b>	Crystal Pittman	
<b>Job Location:</b>	Dublin, GA	
<b>Posting Date:</b>	06/27/2024	
<b>Closing Date:</b>	Until filled	
<b>Phone/Email:</b>	<a href="http://www.farmershomefurniture.com">www.farmershomefurniture.com</a>	
<b>Service/Product</b>		
<b>Hours/Week:</b> Monday-Friday		<b>Shift:</b> 8:30am-5:30pm
<b>Salary:</b> Will be discussed at interview		<b>Benefits:</b> Included
<b>Travel Necessary:</b> No		<b>Relocation:</b> No

### To Apply:

Applicants can apply online at [www.farmershomefurniture.com](http://www.farmershomefurniture.com) . For assistance or more information, please contact Saketta Brown, OFTC Career Services, [sdbrown@oftc.edu](mailto:sdbrown@oftc.edu).

### Description of Job:

- Inputs purchase orders in retail management system and emails the order to the vendor; keys merchandise vendor communication and verifies all information is correct and reports any discrepancies to the product planner.
- Uses software to replenish distribution center inventory, monitors supply levels; emails the vendors if any adjustments are needed.
- Processes various reports, which involves frequently following product shipments for several months.



- Inputs sales numbers, open purchase order and inventory numbers into weekly balance sheets.

## Qualifications:

- Detail oriented and self-motivated
- Strong background working with numbers and frequent follow-ups
- Good organizational and customer service skills
- Exceptional communication skills (especially written)
- Good telephone etiquette
- Good interpersonal skills
- Knowledge and ability to use all standard office equipment including personal computers