



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: Assistant Buyer

Company:	Farmers Home Furniture	
Contact:	Miranda Crabtree	
Job Location:	Dublin, GA	
Posting Date:	10/10/2024	
Closing Date:	Until filled	
Phone/Email:	www.farmershomefurniture.com	
Service/Product		
Hours/Week: Monday-Friday		Shift: 8:30am-5:00pm
Salary: Will be discussed at interview		Benefits: Included
Travel Necessary: No		Relocation: No

To Apply:

Applicants can apply online at www.farmershomefurniture.com . For assistance or more information, please contact Saketta Brown, OFTC Career Services, sdbrown@oftc.edu.

Description of Job:

- Inputs SKU information into our system and assists proofing ads.
- Create bulletins as requested by Buyer including but not limited to fall lineups, spring lineups, replacement product.
- Build SKUs for new products, print tags, maintain assembly instructions for stores, etc. Runs reports needed for markets and as requested by buyer. Collect any information the buyer needs.



- Requests any information needed from vendors to assist with accuracy of our website and product catalog.
- Acquires needed photography for new products.
- Input product selected by buyer into order management when needed.
- Create POP SKUs as needed and place initial floor stock order. Monitor stock for replenishment needs and place purchase orders as needed.
- Assists with additional case research as needed and helps with Approvals as needed. Adds new vendor to new SKUs as needed.
- Add all new products to public website and make updates as needed for stock availability.

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)
- Microsoft Excel
- Good telephone etiquette
- Good interpersonal skills
- Knowledge and ability to use all standard office equipment including personal computers