



## **MANAGER, MERCHANDISING & VENDOR RELATIONS**

Basics is a national network of dealers with each one being 100% Canadian owned and operated. Since 1976 Basics dealers have been servicing the office product needs of consumers and corporate buyers. Our customers include some of the largest organizations in Canada and with our national network of dealers we can serve Canadians from coast to coast.

The **Manager, Merchandising & Vendor Relations** will as part of the senior management team, manage the activities of the Merchandising department, including strategic planning, operations, budgeting and personnel.

### **Responsibilities:**

- ♦ Develop and maintain a positive business relationship with the Vendors that supply products to the Basics buying group,
- ♦ Develop and maintain a positive business relationship with our Dealers,
- ♦ Oversee merchandise/product management including contract negotiations to deliver optimal Dealer benefits. Work closely with Marketing to identify optimal product selection,
- ♦ Oversee the annual product RFP process,
- ♦ Ensure that all data required to support information systems, dealer requirements and business processes is provided in a complete and timely manner, and provide input into the design and implementation of the above-mentioned processes.

### **The Qualified Candidate has:**

- ♦ At least seven years merchandising experience at a management level,
- ♦ Proven ability to think strategically and analytically,
- ♦ Ability to develop and maintain effective business relationships,
- ♦ Excellent interpersonal communications and strong cross-functional team experience,
- ♦ Previous financial and/or operations management experience,
- ♦ Degree or diploma in business or equivalent work experience,
- ♦ Designation in purchasing beneficial.

We offer a competitive remuneration package including group benefits. If you are interested in a working for an innovative and results-oriented employer, please submit your resume and cover letter in confidence by **Friday, January 27, 2012** via fax, e-mail or regular mail to:

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No phone calls please. We thank all applicants for their interest; however only those candidates selected for an interview will be contacted.