

Job Title: Purchasing Order Clerk

Location: St. Louis, MO

Company: Baisch & Skinner, Inc.

Full/Part Time: Full Time

Regular/Temporary: Regular

Company Description: Baisch & Skinner is a wholesale floral distributor based in St. Louis, MO with eight branch store locations throughout the Midwest. Importers of fresh cut flowers, permanent botanicals, decoratives, glassware, and floral supplies, Baisch & Skinner is a business to business distributor that serves the floral, design, and hospitality industries.

Responsibilities:

- Prepare purchase orders and send copies to suppliers and to departments originating requests.
- Entering and organizing of customers' orders.
- Issue and follow up on credits to vendors.
- Respond to external customers and supplier inquiries about order status, changes, or cancellations.
- Perform light buying duties when necessary.
- Review requisition orders in order to verify accuracy, terminology, and specifications.
- Prepare, maintain, and review purchasing files, reports and price lists.
- Track the status of requisitions, contracts, and orders.
- Calculate costs of orders, and charge or forward invoices to appropriate accounts.

Qualifications:

- High School diploma or equivalent
- Ability to identify cut flower varieties and distinguish quality characteristics preferred
- Excellent written and oral communication skills essential for professional phone and personal contacts
- Demonstrated customer service focus, with professional demeanor and appearance
- Strong typing (80 wpm) and computer skills required including knowledge of Microsoft Windows, intermediate level proficiency in Microsoft Word and Microsoft Excel
- Ability to work in a fast pace environment
- Ability to work in a team environment
- Willingness to work a flexible schedule to accommodate heavy work volume
- Ability to stand for extended periods of time
- Ability to lift, load, unload and move product weighing up to 40 lbs

General Hours: 6am-3pm, Monday-Friday; 6am-11am, Saturday

Send resume and cover letter to:

Baisch & Skinner, Inc.
Human Resources
2721 LaSalle Street
St. Louis, MO 63104
P: 314-664-1212
F: 314-664-6850
careers@baischandskinner.com
www.baischandskinner.com