

## FOR ARTISTS

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Wednesday, November 13, 2019

## Gaynor Minden Purchasing Associate

Company: Gaynor Minden, Inc.  
Location: New York, NY

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Gaynor Minden is seeking a full-time Purchasing Associate in our New York headquarters to be a part of our global team of intelligent and ambitious ballet enthusiasts. An integral member of Gaynor Minden's Administrative Department, the Purchasing Associate organizes the purchasing process for materials, parts, products, and supplies, from the early stages of sourcing all the way to coordinating the final shipping details.

Responsibilities include:

- Building relationships with vendors and suppliers.
- Negotiating prices and discounts.
- Managing daily ordering logistics.
- Following up with various departments to attain necessary details, approvals, and payments to move orders along.
- Placing purchase orders, at the advisement of the Purchasing and Inventory Manager.
- Clearly communicating expected arrival dates to the organization.
- Maintaining an organized filing system for quotes, contracts, agreements, proof of origin paperwork, and invoices.
- Researching sourcing and procurement possibilities.
- Working with freight forwarders and shipping companies to coordinate shipment timing and pricing.
- Assisting Gaynor Minden's Bookkeeper with Accounts Payable.

This position calls for a detail-oriented, organized, self-motivated, and positive individual. A successful candidate will possess the following skills:

- Experience with purchasing, data entry, record keeping, and computer operation.
- Excellent verbal and written communication skills.
- Proficiency in bookkeeping software. Knowledge of QuickBooks is a plus.

To apply, please send a resume and cover letter to [jobs@dancer.com](mailto:jobs@dancer.com).

Gaynor Minden, Inc.  
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For more information:  
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