

Full-Time Purchasing Agent

Hexagramm Books is a small but growing book distribution company based in Decatur, GA. We supply children's books in Spanish, English, and French to dual language immersion schools across the country. We've recently developed new products in response to teacher demand. Using our network of 400+ publishers and partnering with a dual language expert, we created two signature collections: our ready-to-go Classroom Libraries, and our curated Read Alouds. We promote them at teacher conferences throughout the country, and they are a huge hit!

Job Type: Full-Time

Hours: Expectation of 40 hours per week, Monday through Friday. Our office hours are between 7am and 7pm. Your 40 hours can be completed at any time within those office hours.

Primary Duties and Responsibilities:

- Participate in and contribute to Hexagramm Books processes from product development and operations to marketing and sales
- Coordinate product development with Chief Innovation Officer and supplier relations with CEO

Negotiate Payment Terms and Discounts with Suppliers

- Strategize, develop plans, and execute plans for continued savings with CEO and Chief Innovation Officer
- Prepare and submit detailed reports on purchasing
- Identify bargaining tools by analyzing purchasing data and new product development needs
- Develop sales business plans to inform suppliers of our efforts on the American territory
- Negotiate payment terms and discounts with suppliers of French, Spanish and English books on a yearly basis by using data analytics
- Communicate new pricing to the Assistant Manager for Operations and IT as soon as new prices are renegotiated, and check in to make sure prices in TradeGecko have been updated
- Stay current on exchange rates in multiple countries and update pricing whenever necessary

Maintain Up-to-Date Information about Product Availability

- Keep availability of books current by checking with publishers on a quarterly basis for availability, back orders, and out of print books
- Communicate availability of products to Chief Innovation Officer and Assistant Manager for Operations and IT

Manage Supplier Relations

- Manage relationships with key suppliers to maintain quality of goods, timely delivery and compliance to terms of contracts
- Confer with staff, users, and vendors to discuss defective or unacceptable goods or services and determine corrective action
- Communicate with key suppliers when orders need to be returned

- Network with book suppliers by attending trade shows or by setting up meetings for CEO and Chief Innovation Officer
- Monitor shipments to ensure that goods come in on time, and in the event of problems trace shipments and follow up undelivered goods
- Track multiple orders by keeping information current and communicating regularly with the Assistant Manager for Operations and IT

Prepare for Product Development

- Review catalogs for new releases and ask for sample copies for product development purposes
- Identify titles that could become a new collection of books by reviewing existing collections, and reviewing catalogs for additional titles
- Communicate a semi-annual short list of new releases to Chief Innovation Officer and Product Development Officer
- Pre-select books that Chief Innovation Officer will curate for social media posts
- Identify titles that can be added to online book sales
- Identify titles that can be sent as samples to clients
- Manage donations of books to schools, districts and other non-profits
- Create and translate book descriptions for the catalog

Create and File Photos

- Stage product photo shoots
- Shoot product photos
- Manage post-production of photos
- Organize photos for catalog creation
- Request to use photos from suppliers for our catalogs and other media

Create Content for and Manage Social Media

- Create and edit video and photo content to be posted online
- Translate blog posts into Spanish and use industry-specific Spanish teacher lingo
- Complete a minimum of two posts per week for each social media platform (Instagram, FaceBook, Twitter, Pinterest)
- Finish each post at least a week in advance of their anticipated post date and present to Chief Innovation Officer and Marketing Director for review
- Share posts relevant to our products and industry by following industry leaders, social media influencers, research centers and clients
- Analyze how posts are doing and tailor content to better fit observable trends
- Ensure that each post is adequately researched and that each post is factually correct
- Keep social media calendar current
- Stay current on how the industry uses social media to promote products
- Co-produce quarterly newsletter with Marketing Director, Sales Team and Chief Innovation Officer

Essential Qualifications:

- Oral and written fluency in English and Spanish a must: A stellar speller in both languages
- Exceptional organizational skills
- A confident communicator and negotiator
- Knowledge of data analysis
- A love of books, especially children’s books
- Upbeat, positive attitude
- Energetic self-starter with a strong work ethic
- Skilled at using digital SLR cameras and tripods
- Proficiency in Adobe Cloud Suite including Lightroom, Premiere, Photoshop, and inDesign
- Strong knowledge of G Suite, and a confident user and/or fast learner of technological productivity tools (Trello, Slack, Copper CRM, TradeGecko)

Physical Demands:

This job requires:

	NEVER	OCCASIONAL	FREQUENT	CONTINUOUS
Sitting			√	
Standing		√		
Walking		√		
Driving		√		
Squatting / Bending		√		
Kneeling		√		
Reaching		√		
Twisting		√		
Stair Climbing		√		
Use of Computers			√	
Use of Office Equipment			√	

NOTE: In an eight-hour workday, “occasionally” equals 1-33%, “frequently” equals 34-66% and continuously equals 67-100%.

This job additionally requires employees to lift, push, pull and/or move items, such as books, as follows:

	NEVER	OCCASIONAL	FREQUENT	CONTINUOUS
Up to 10 lbs.			√	
11-24 lbs.			√	
25-34 lbs.			√	
35-50 lbs.		√		
51-74 lbs.		√		

Travel Required: Occasional

DISCLAIMER

The above information is not to be interpreted as a comprehensive inventory of all duties and/or responsibilities required of employees assigned to this job. Hexagramm management may assign or revise duties and/or responsibilities based on the needs of the business. This is not a contract of employment. This position is at will.