



Procurement Specialist

Worldwide Vape Distribution
Dallas, TX, USA

\$4,500 to \$5,500 Monthly

Dental, Medical, Vision

Full-Time

Why Work Here?

"Leader in the Vaping industry"

Job duties include but not limited to:

Must speak Mandarin

- Keep track of inventory levels
- Forecast demand and make reorder quantity levels
- Maintain relationship with vendors and negotiate pricing to get the best purchase price.
- Track shipments coming in and oversee the addition of new inventory addition into the ERP system.
- Maintain complete confidentiality of vendor agreements/contract/pricing.
- Plan payments to vendors and confirm payments to vendors to get the inventory shipped on time.
- Creating Product POs in the system.
- Relay new product info to all stakeholders.
- Coordination- US team to Pakistan. - Pakistan team to China team and visa versa.

Skills:

Must be proficient in Excel, VLOOKUP, Pivot Tables, Formatting Sheets, Math formulae, filters, etc.

Must have good communication skills

Should be task and goal oriented

Should be able to meet strict deadlines

Should be good at multi-tasking

Should be able to follow instructions

Job Types: Full-time, Contract

Pay: \$3,500.00 - \$5,000.00 per month

**About Worldwide Vape Distribution:**

Worldwide Vape (WWV), was founded in 2017 with the intention of providing high quality, easily accessible alternatives to traditional smoking as well as a multitude of options for regular vapers. With our dedication and special focus on customer feedback WWV has become one of the largest vape wholesalers in USA.

Report Job

Company website: <http://wwwvape.com>

Company address: 10601 King William Dr. Dallas, Texas 75220

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