

# Position Available

## “Purchasing Assistant”

**Posting Date:** February 2, 2012  
**Pay Grade:** H-5  
**Division:** Operational Support  
**Department:** Purchasing Department  
**Position Type:** Hourly  
**Reports To:** Director of Purchasing

J&J Foods is seeking a motivated individual to fill the role of Purchasing Assistant in the Operational Support division. The Purchasing Assistant’s primary role is assisting the Director of Purchasing and the Pricing Manager. They are also responsible for data entry, communication, pricing system processes, spreadsheet creation, in addition to many other tasks as assigned. The Purchasing Assistant assists with price checks, managing shrink, creating reports, creating signage, and inventory management. The position demands professionalism, confidentiality, and accuracy. This position, like all other positions in the Operational Support division, exists to serve the needs of the stores and associates.

### Education, Work Experience, and Technical Skills

- High School diploma or GED required; two or more years of college preferred
- Intermediate to advanced knowledge of Microsoft Word, Outlook and Excel applications required
- SQL server knowledge preferred

To apply, please email or write to Emily Williams, HR Manager of J&J Foods. The cover letter for your resume will be your opportunity to explain why you are the perfect fit for the position described above.

Emily Williams  
Human Resources Manager  
J&J Foods, Inc.  
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Gainesville, GA 30501  
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