

R.H. RENY, INC.

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BRANCHES IN MAINE

Damariscotta Underground

Damariscotta - Gardiner - Farmington

Bath – Camden - Ellsworth - Dexter

Madison - Pittsfield – Saco - Belfast

Bridgton – Wells - Topsham Windham

Bangor - Waterville

Buyer in Training – Electronics & Hardware

Position Summary: Primarily responsible for supporting the Buyers in the daily operations of the departments. Work with Buyers and Buyer Assistants while providing superior customer satisfaction.

Essential Functions:

Daily responsibilities include but are not limited to the following areas:

- Essential POS system functions: item creation, item maintenance, purchase order entry and distribution, inventory control, and replenishment.
- Working in a store environment to learn day-to-day functions in the departments including merchandising, inventory analysis, and team projects.
- Direct involvement in processing freight and defective merchandise.
- Typing and Distribution of Communications to Stores including general notices, price changes, return notices, cycle counts and markdowns.
- Participating in sales meetings and buying trips. Maintaining excellent relationships and communication with our vendors.
- Assisting warehouse, stores and other departments when needed with product questions, product and purchase order maintenance, and customer service-related issues.

Other functions: Be available to other Buyers and Assistants in following the company objectives. Fosters a team atmosphere and always leads by example.

Minimum Requirements: Candidate must display excellent communication skills, creativity, and a strong working knowledge of various computer programs (Excel, Word, and general working knowledge of current POS system). Must be extremely detailed oriented, and the ability to shift priorities to meet daily/weekly department goals and deadlines.

Success Factors: Candidate must be self-motivated, professional, have a positive attitude and be highly organized. Day to day responsibilities shift and the individual must be able to assume responsibilities based on business needs.

Reporting Relationship: Position reports to the Senior Buyers and the Owners

Working Conditions: Constant employee, vendor and customer interaction, merchandising techniques, and strong leadership, working alongside employees; minimum 5 days per week during company operating hours (45 hours), 6 - 7 days during peak selling periods (i.e., sales, holidays, etc.). Travel will be required to stores and out of state.

This position is based in Newcastle, Maine.

Please send letter of interest via truck mail or email to HR@renys.com by Friday, June 26,2026

Renys offers Customer Service bonuses, Employee Discounts, Health Insurance, 401K Plan and more!