

Buyer/Inventory Planner

Job Summary:

Hayward Distributing is a family-owned 2-step distributor of equipment selling to dealers in the agricultural, outdoor power, construction, forestry, and small engine markets. We are excited to welcome a detailed and organized Inventory Planner/Buyer to our team. In this pivotal role, you will deliver demand forecasting and purchase order execution across multiple warehouse locations, turning data into strategic inventory decisions that keep our business running smoothly.

Initially, you will be extracting data from our ERP system into MS Excel models to dive deep into sales trends, seasonal patterns, and product lifecycles and create accurate forecasts that balance inventory levels. Using your flexibility and professionalism to communicate with a wide variety of both small and global vendors, you will begin by collaborating and taking feedback from your internal teammates and utilizing existing practices to generate purchase orders. From there, as you establish yourself, this is your opportunity to really use your expertise to shape and update our purchasing processes by implementing your own ideas to drive efficiency and success, including options like implementing new demand / purchasing software tools as you see fit.

For a self-starter ready to take on day-to-day challenges, this role offers meaningful autonomy and impact without the responsibilities of managing a team. If you are someone who thrives on organizing data into actionable plans, and embraces flexibility in a dynamic environment, you will find plenty of opportunities to make a real impact here. Join us at Hayward Distributing Co. and become a key player where your skills and initiative will be valued.

Responsibilities:

- Extract ERP data into MS Excel to analyze historical sales data, seasonal trends, and product lifecycle information to generate accurate demand forecasts.
- Maintain appropriate inventory levels to meet customer demand while minimizing overstock and stockouts.
- Convert approved forecasts into timely and accurate purchase orders within the ERP system.
- Collaborate with product line specialists and vendors to align purchasing activity with business objectives.
- Track forecast accuracy and continuously improve planning based on performance data.
- Identify supply risks and coordinate with internal teams to resolve inventory issues.
- Maintain item master data and planning parameters such as lead times, reorder points, and safety stock levels.

Qualifications:

- 2-5 years of experience in inventory planning, demand forecasting, or purchasing—preferably in distribution or seasonal industries.
- Highly proficient in MS Excel with ability to build complicated MS Excel purchasing models.
- Strong data analysis skills; ability to identify trends and translate them into actionable plans.

- Open to feedback with a growth mindset; able to receive and act on input constructively.
- Excellent organizational skills and attention to detail.
- Strong communication skills and ability to work cross-functionally.
- Professional enough to work with multi-national entities yet also down to earth and action oriented enough to roll up your sleeves in our small business culture.

Nice to have:

- Familiarity with agricultural equipment.
- Experienced in coordinating purchases across multiple warehouse locations.
- Skilled in coordinating with international vendors and navigating exchange rate dynamics.

About Us:

Founded in 1947, Hayward is a stable and growing company with a proven track record of success. We are a multi-state wholesale distributor of top lawn & garden, shortline ag, and engine brands. From our headquarters in Columbus and our five branch locations, we support a network of local dealerships throughout a 27-state region in the Midwest and Northeast.

We have built a strong reputation in the industry by treating employees and customers fairly. As a 90-person company, we provide support for our team while maintaining flexibility in the everyday work environment.

We offer a competitive compensation and benefits package including – Medical, Dental and Vision Insurance, PTO, 401K plus match, free LTD and Life Insurance, paid holidays and MORE. We are looking for candidates that are excited by the opportunity to become part of our team!

For more information about our company, visit www.haydist.com.