

EXEMPT JOB DESCRIPTION

<i>Position title</i>	Precious Metals Trader
<i>Department</i>	Product Development
<i>Reports to</i>	Sr. Director of Product Development
<i>Revision date</i>	August 11, 2020
<i>Written by</i>	Andrew Salzberg
<i>HR approval/date</i>	Dena Rieken

Position Overview

The Trader/Buyer is responsible for managing the overall presentation and sale of precious metal products and collectibles to new and existing customers. This includes the planning, negotiation and management of resources, and consultation with the merchandising team to ensure successful revenue and margin dollars are being managed.

To achieve this, the Trader/Buyer will build and maintain strategic customer relationships, and work closely with Marketing, Sales, Procurement and other departments within the company. The Trader/Buyer is accountable to work with local and remote dealers to develop wholesale relationships based on buying and selling deals. Act as a resource for numismatic knowledge for various needs within the company, appraising, reviewing for grading, and merchandising new inventory along with collaborating with various channels to liquidate inventory when necessary and ability to build a strong rapport with new and existing customers in our industry.

Essential Functions, Duties & Accountabilities

1. Manage the purchasing of bullion inventory based on immediate demand and projected velocity.
2. Promote, introduce and sell a variety of precious metal products and collectibles to new and existing customers.
3. Use knowledge of the market and researched projected sales / sales velocity historical data to purchase numismatic items.
4. Utilize market research and knowledge of the market to assist with maximizing profit to the company.
5. Regularly determine the short and long-term exposure to the company and purchase commodity futures contracts to mitigate risk involved in the movement of the precious metals market. Commonly referred to as hedging precious metals.
6. Maintain core competency in company systems and applications, adapting when new tools and systems are implemented.
7. Buying secondary market material with the intention of having the product graded by NGC or PCGS.
8. Managing inventory levels and assisting with inventory liquidation activities where applicable.
9. Understanding needs of retail channels in addition to your own wholesale channels with the intention of purchasing secondary market material for our retail sales channels.
10. Building long-term relationships with existing customers.
11. Proactively contacting potential customers (and vendors) to offer our full array of industry leading products and services.
12. Overcoming customer obstacles regarding payment terms, logistics, product availability, and pricing as effectively as possible.
13. Review the quality and certify authenticity of incoming products, ensuring inventory is acceptable for retail use.
14. Partner with the merchandising team to monitor inventory levels, recommend and direct plans for re-promoting and/or liquidating remaining product that did not perform to expected levels.

Additional Functions, Duties & Accountabilities

1. Actively serve as a member of PD Team and support others as necessary.
2. Maintain flexibility in work schedule to meet business needs.
3. Actively and positively contribute to the overall success of GovMint, ModernCoinMart and LPM through regular contributions to the general management of the company. Participate and provide leadership in inter-departmental meetings, projects and informal activities. Support the company and other departments wherever and whenever your skills and experience would be beneficial.
4. Uphold and promote the AMS I-CARE values system of integrity, communication, accountability, respect and energy in all relationships with customers, suppliers, fellow employees and other stakeholders.
5. Ensure the confidentiality and full and complete safeguarding the company's trade secrets and any of our business clients' customer lists and related records.

Requirements

Educational Requirements

1. College degree is a benefit, but not required. Equivalent work experience or a demonstrated ability to successfully perform the requirements of the position.

Experience and Skills

1. Experience and knowledge in precious metals, numismatics and the coin market is required.
2. 2-4 years of experience in a trading or sales related role, project or product management, or equivalent experience is strongly preferred.
3. Proven and strong negotiation skills are essential for the role.
4. Highly organized, communicative, and capable of functioning in a fast-paced environment
5. Detail-oriented with excellent verbal/written communication skills; active listener
6. Ability to think creatively and explore outside-the-box opportunities
7. Responsible, self-motivated, professional, energetic are essential for success.
8. Excellent work ethic and ability to perform independently and within a team-based environment

Specialized Knowledge, Skills and Abilities

1. Strong proficiency in MS Office Suite.
2. Knowledge of coin and precious metals is required.

Travel

1. Ability to travel domestically and internationally when required, approximately 0-10%.

Acknowledgement

Employees may be assigned to other duties in addition to or instead of those described herein. Duties are subject to change at any time according to the changing needs of the business. I acknowledge that I have received a copy of this job description for my review and future reference.

Employee name

Employee Signature

Date