



Wholesale Trader

Department: Sales and Customer Service
FLSA Status: Exempt
Grade/Level:
Work Schedule: Mon-Fri, 8-5
Location: Oklahoma City, OK

Job Status: Full Time
Reports To: Director of Wholesale Trading
Amount of Travel Required: 10%
Positions Supervised: N/A

POSITION SUMMARY

This position will be responsible for purchasing bullion and numismatic products from the Coin Dealer community via telephone, email, or Coin Show network.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Purchasing new inventory either by utilizing existing relationships or by establishing new relationships with Coin and/or precious metals bullion Dealers throughout the United States
- Execute targeted outbound calls to Dealers promoting APMEX as a competitive one-stop destination for wholesale sellers of coin and bullion products
- Participate in daily email communications with active Dealers conveying current buy prices, commentary, and trends within the industry
- Supporting Dealers after Purchase Order creation to resolve possible order errors, confirm pricing, and obtain shipping tracking info
- Engage online Coin Dealer networks to identify buying opportunities and promote APMEX buying/selling positions
- Develop and strengthen internal APMEX relationships in order to provide superior service to customers.
- Provide customers with quotes and up- to-date pricing on products
- Resolve dissatisfied customers in a professional manner
- Attend selected Coin Shows as assigned
- Develop a comprehensive understanding of the precious metals products that APMEX purchases
- Recognize and act on opportunities to fill inventory needs for the Product Management team
- Track purchase orders through a full cycle of purchasing

POSITION QUALIFICATIONS

- **Initiative:** Tackles problems and takes independent action, seeks out new responsibilities, acts on opportunities, generates new ideas, practices self-development.
- **Communication:** Communicates well both verbally and in writing, creates accurate and punctual reports, delivers presentations, shares information and ideas with others, has good listening skills.

- **Computer Skills:** Skilled in the use of computers, adapts to new technology, keeps abreast of changes, learns new programs quickly, uses computers to improve productivity.
- **Product Knowledge:** Knows and explains product features/benefits, understands/sells the full product line, understands customer's business operations and needs, understands/responds to the competition, applies market knowledge.
- **Problem Solving/Analysis:** Breaks down problems into smaller components, understands underlying issues, can simplify and process complex issues, understands the difference between critical details and unimportant facts
- **Negotiation Skills:** Conducts positive negotiations, ability to compromise, handles conflict, seeks common ground, articulates own and others goals, stays focused on positive outcome.

SKILLS & ABILITIES

Education: Bachelor's degree in Business Management or Finance required

Experience:

- 10 or more years of professional experience in the bullion markets and/or the numismatic markets including negotiation and purchasing of these products.
- Interest and knowledge of precious metals.
- Solid understanding of Microsoft Office Suite
- Possess sharp analytical and mathematical skills
- Experience in dealing and negotiating with retail products preferred
- Experience in retail, financial, or coin industries preferred
- Experience working cross functionally

Computer Skills: Advanced knowledge in Microsoft Office Suite

PHYSICAL DEMANDS

| Physical Demands | | Lift/Carry | |
|----------------------|---|------------------|---|
| Stand | O | 10 lbs or less | O |
| Walk | O | 11-20 lbs | O |
| Sit | C | 21-50 lbs | N |
| Handling / Fingering | C | 51-100 lbs | N |
| Reach Outward | N | Over 100 lbs | N |
| Reach Above Shoulder | N | Push/Pull | |
| Climb | N | 12 lbs or less | N |
| Crawl | N | 13-25 lbs | N |
| Squat or Kneel | N | 26-40 lbs | N |
| Bend | N | 41-100 lbs | N |

| | |
|---------------------------|---|
| N (Not Applicable) | Activity is not applicable to this occupation. |
| O (Occasionally) | Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day) |
| F (Frequently) | Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day) |
| C (Constantly) | Occupation requires this activity more than 66% of the time (5.5+ hrs/day) |

Visual Requirements (check all that apply)

| | |
|--|--|
| <input checked="checked" type="checkbox"/> | Close vision (clear vision at 20 inches or less) |
| <input type="checkbox"/> | Distance vision (clear vision at 20 feet or more) |
| <input type="checkbox"/> | Color vision (ability to identify and distinguish colors) |
| <input type="checkbox"/> | Peripheral vision (ability to observe up and down, left and right while eyes are fixed on a given point) |
| <input type="checkbox"/> | Depth perception (three-dimensional vision, ability to judge distances and spatial relationships) |
| <input type="checkbox"/> | Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus) |
| <input type="checkbox"/> | No special vision requirements |

WORK ENVIRONMENT

Work environment varies from office to job site to industrial locations

Prepared by: Mark Yoshimura Date: 8/25/2015

Employee Signature: _____ Date: _____

Approval Signature: HR Date: 8/25/2015

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.