



Buyer

Purpose of the Position & Key Activities.

- Evaluate and maximise all business opportunities.
- Flexibility to be trained up on multiple categories including ingredients/fresh/dairy/frozen to develop within the team.
- Investigate all product cost price areas, i.e.: all routes to market and communicate back any findings to your line manager.
- Research and find new suppliers to meet and improve the company's needs. Ensuring all specifications are met and a full cost analysis is done.
- Evaluate and maximise cost price opportunities taking into account competition, situations caused by market conditions and specification requirements. Concentrating on your nominated* lines and assisting others within the department where necessary.
- Assist Head of procurement in achieving business GP by being ahead of the game by cultivating and communicating good market intelligence.
- Manage a 'value for money' approach to product quality and specification.
- Ensure that basic customer service KPI's are met, i.e.: minimum amount of shortages and good levels of stock availability. This will be on both your nominated** lines and across the whole business when covering other areas.
- As part of the buying team come to intelligent decisions on figures to use in any 'buying sheets'. Use all available data and personnel to make these decisions. This will be a major factor in both 'shortages / and 'waste' management.
- Ensure you are managing short dated and mis-rotated stock in conjunction with the stock controller. You are responsible for minimising waste.
- Minimise 'Goods In' issues. Through consignment accuracy and management of suppliers.
- Ensure correct cost price on all consignments via personally kept databases, maintaining accurate margin reporting and minimising accounts queries. It is your responsibility when entered by another person to provide the correct prices.
- Responsible for managing suppliers to ensure deliveries or collections are done with the minimum of fuss. Understand delivery or collection restrictions especially over holiday periods.
- Follow through any under/over delivered orders and rejections with suppliers. Negotiating the best outcome for the company and updating the system and informing accounts.



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Responsibilities:

- To work in a team-based environment where all managers/employees work together for the good of the business.
- When commercially viable be mindful of all areas of the business when purchasing. Warehouse and Goods In, Transport and the Night Picking Team will all benefit from The Buyers having an understanding about each department's needs.
- Via both formal and informal meetings ensure that your line manager or the Senior Management is kept updated on any opportunities or threats that could impact the business.
- Ensure that all applicable legislation (H&S, Hygiene, BRC, etc.) for a modern food business are in place and adhered to by all and that any violations are reported to the business.
- Maintain and contribute to a working knowledge of Freshview Foods policies and regulations. with other departments including, warehouse, dispatch office, buying team, account managers.

Key Attributes:

- Customer focused, and solutions driven.
- Strong, win/win, negotiating skills.
- Excellent multi-tasking skills and management skills.
- Confident handler of people with good motivational qualities.
- First rate communication and presentation skills both verbal and written.
- High product knowledge and above average understanding of the industry/role requirements.
- Team player with an understanding of people.
- Open minded and able to embrace and influence change.
- Able to work under pressure in a competitive market place and gain market advantage.
- Reliable, ethical and honest.
- A "can do and will do" attitude.
- Self-motivated and able to work using own initiative.
- Able to deliver results.
- Understanding of how costs will impact the business, with a passion to drive cost out of the business.
- Confident computer ability and number literate as well as excellent understanding of Excel, and other office operating systems.
- Analytical Mind-set.



To apply:

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Advertised: Internally/externally

Location: Stoke-on-Trent

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