



## **Job description – Buyer**

**Contract: Full Time**

### **Why Freshview?**

If there's one word that encapsulates the ethos of Freshview Foods, it's 'excellence'. This applies to the quality of the produce we deliver as well as the levels of service we offer to our customers.

At Freshview Foods, we understand that commercial success is driven by talented employees and loyal customers. Just like our dedicated team members, who constantly go the extra mile to ensure our company's high standards are maintained and exceeded, Freshview is committed to ensuring our people feel safe, valued and engaged.

### **What you'll be doing**

You'll be a self-motivated and reliable individual who will be responsible for sourcing multiple categories of quality fresh produce, from fruit, vegetables, dry goods and dairy.

Using your excellent negotiation and communication skills, you will help to ensure the smooth and efficient running of the purchasing function of the business predominantly tasked with the daily purchasing of produce and accurately booking purchases on to our bespoke system.

As part of the buying team you will come to intelligent decisions on figures to use in any of the categories buying sheets. Using all available data to make these decisions.

You will confidently be able to evaluate and maximise cost price opportunities taking into account competition and situations caused by market conditions and specification requirements.

You will be able to assist the procurement team to meet our core business objectives of providing an excellent service to our customers and putting CARE at the centre of everything we do.

*This is a full-time contract, 40 hours, 5 shifts out of 6 operational days per week.*

*Based at: Freshview Foods Ltd, Unit 2 Lowfield Drive, Wolstanton, ST5 0UU.*

*Start and finish times vary but is usually 8am, until 4.30pm - flexibility is required as there could be some early starts.*

**Salary: £28,000k - £32,000 pa**

## Your responsibilities

- Daily purchasing, ordering and booking on all orders accurately ensuring that there will always be stock for our customers and look to restock or resource ASAP to maintain our excellent customer service.
- Flexibility to be trained on multiple categories including ingredients/fresh/dairy/frozen to develop within the team. It is essential that the right person can drop into any buying category position at any time.
- 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. Trial samples may also need arranging with account managers.
- 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.
- 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.
- 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.
- Constant communication both internally and externally. Share all relevant knowledge within the business.
- Build strong, long lasting and mutually beneficial relationships with both new and existing suppliers.
- Visit both potential new and existing suppliers.
- Assist in specific projects or activities as required by your line manager including occasional stock counting

## Skills & experience

- Excellent IT Skills with an excellent understanding of Excel and other operating systems
- 2 years buying experience is preferred.
- Ability to work to and achieve targets and deadlines.
- Proven strong negotiating and communication skills.
- Good product knowledge is preferred but not essential, an interest in the food industry would be beneficial.
- Strong analytical ability.
- A commercial understanding of how costs impact the business.
- Proven attention to detail with good multi-tasking skills.

## Personal qualities

- Ambitious - to always provide stakeholders with an excellent service.
- Commitment - to continually drive costs out of the business.
- Self-motivated with good initiative to work alone and as part of a team.
- To show Respect to our colleagues, supplier, customers and the community.
- Flexibility to go the extra mile.



## WHAT'S IN IT FOR YOU?

28 days holiday pro rata (including bank holidays),  
plus extra holidays for long service (up to 5 days)

Employee discount on our  
produce

Enhanced maternity/paternity package

Company events

Cycle to work scheme  
(we'll cover the cost initially so you  
can get your bike tax-free)

Life Insurance cover\*

A generous thank-you bonus if you 'recommend a friend'  
to work with us too. Lots of people work alongside their  
loved ones at Freshview

Training and development opportunities open  
to all.

Birthday card on your birthday

Free Health Insurance\*

Wellbeing resources, including Mental Health First Aiders  
and access to free health and wellbeing services such as  
counselling and physiotherapy. Your wellbeing is a top  
Priority

Christmas food hamper

Free fruit at work

\*With 12 months service