

## **JOB DESCRIPTION**

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**ROLE:** Specials Buying Team Leader

**LOCATION:** India

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### **PRIMARY RESPONSIBILITIES**

This role is responsible for the Specials' Buying activities and leading a team of Specials Buyers. This consists of meeting team KPI's based on stock levels and commercialism.

### **SECONDARY RESPONSIBILITIES**

- Using weekly stock and order reports for stock with less than 2 weeks stock at the start of each week.
- Chasing up outstanding orders and placing new orders to achieve maximum product availability
- Negotiating buying prices and referring to the Buying Manager or the buyers guidance as necessary
- Report the action taken by the end of each week and communicate with the Buying Manager in India
- Review overstocks and report these to the Buying Manager with promotional recommendations
- Monitoring Sales and Margins
- Sales Analysis
- Management Information and IT
- Competitor Information
- Transferring stock from Gowrie to Laxmico
- Develop the team through effective use of processes.
- Have weekly 1-2-1's with team members to look at continuous improvements, problem solve, discuss current client portfolio
- Effective team building through coaching and mentoring the team.
- Regular update, feedback and meeting with the Manger
- Ad hoc projects when required
- Any other duties as and when required

### **ESSENTIAL EXPERIENCE, SKILLS AND ABILITIES**

- Good understanding of specials and special obtain is essential
- Previous buying experience for Special products and world medicines
- Marketing ability
- Able to work as part of a team
- Positive attitude and willingness to deliver results
- Excellent verbal and written communication skills
- Attention to detail
- Good analytical skills
- Able to deliver against and report on demanding KPIs, on time and in full
- Proficient IT skills, fully competent at using Microsoft Office packages and the ability to learn our in-house systems (full training will be given).
- Responsive to the rapidly changing nature of the business