

JOB DESCRIPTION

ROLE: Junior Buyer

SALARY AND BENEFITS: Negotiable

REPORTS TO: Group Operations Director

LOCATION: Perivale, Middlesex

PRIMARY RESPONSIBILITIES

The primary responsibility is to buy ranges of Over-The-Counter and drinks products, with full responsibility for sales and profit performance. The buyer will identify the right ranges and suppliers, showing an awareness of customer requirements and market activity.

SECONDARY RESPONSIBILITIES

- Order products and manage the supply chain
- Negotiation of cost prices
- Assist the other buyers with their categories
- Designing and issuing marketing materials
- Promoting products
- Communication with the sales teams
- Ad hoc projects when required
- Any other duties as and when required

ESSENTIAL EXPERIENCE, SKILLS AND ABILITIES

- Buying experience including negotiation, supply chain and range responsibility
- FMCG or retail buying experience would be an advantage
- Experience of pharmaceutical industries would be useful though not essential
- 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