**ROLE PROFILE**

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| **Role Title** | **Assistant Buyer (Spirits & Softs)** | **Location** |  |
| **Business Unit** | **Buying** |  |  |
| **Reports to Role Title** | **Head of Beer Buying**  |  |  |

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| **PURPOSE** |
| Support the buying team with all buying requirements on sourcing, cost management, supplier (commercial) management and administration of the range. |
| **CORE ACCOUNTABILITIES** |
| Buying support* Ensure that all cost files are up-to-date and ready to be sent to suppliers to suppliers for completion of nay annual price and duty changes; communication of all price changes to the business.
* Maintenance of Purchasing savings tracker and commercial deal obligation records, ensuring that they are accurately administered.
* Work with the marketing team to ensure a market leading position of range.
* Be the prime contact for the Product Data team and depots.
* Set up new suppliers and products and communicate to the business in an effective & timely manner.
* Manage all sales force requests and queries.
* Be the 1st port of all for existing and new supplier queries.
* On a longer-term basis, assist with supplier negotiations.

Invoicing * Ensure all required commercial invoices to suppliers are raised in an accurate & timely manner.

Reporting* Creation of Ad hoc reports for the purpose of category reviews and ranging
* Brand owner meeting reports – prepare a snapshot of category and brand owner performance.
* Manage the process of providing the necessary reports to suppliers in-line with the negotiated contractual requirements!
* Work with Business Insight to monitor the performance of new listings and slow-moving products.

Processes* Manage product recall / QA matters through business process.
* Support new business initiatives / cross-functional projects as required, working with current, and identifying new processes.

**KPIs*** To support the buying team to achieve the budgeted profit targets for the business.
* To manage a series of day-to-day supplier interfaces
* Work on a cross-departmental basis to ensure optimal processes are in place for issue resolution.
* To assist in the deliver the optimum product range for the categories including stock holding levels.
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| **CONTACTS/ KEY RELATIONSHIPS & NATURE OF INFLUENCE** |
| Internal * Group Procurement
* Sales Force – National and Regional
* Marketing & Insight teams
* Finance
* Logistics

External* Suppliers
* Customers
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| **KNOWLEDGE / EXPERIENCE / SKILLS** |
| * Knowledge of the drinks industry an advantage
* Previous experience of buying / supplier management an advantage
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|  **PROFESSIONAL QUALIFICATIONS & EDUCATION** |
| A level educated. |