**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. |
| **CONTACTS/ KEY RELATIONSHIPS & NATURE OF INFLUENCE** |
| Internal   * Group Procurement * Sales Force – National and Regional * Marketing & Insight teams * Finance * Logistics   External   * Suppliers * Customers |
| **KNOWLEDGE / EXPERIENCE / SKILLS** |
| * Knowledge of the drinks industry an advantage * Previous experience of buying / supplier management an advantage |
| **PROFESSIONAL QUALIFICATIONS & EDUCATION** |
| A level educated. |