

Job description

Post: Buyer

Reporting to: Head of Buying

Main purpose of job

- Maintain supply base for product across both Third Party and Own Brand Products
- Ensure all manufactured product is at the right price, and the right quality for our customers

Main duties

- Maintain all purchasing deadlines across supply chain.
- Overseeing the day-to-day management of supply base for both Third Party and Own Brand products
- Support Merchandising team where needed on Supplier queries and deliveries.
- Ensure replenishment POs are on time from 3rd Party Suppliers – communicating any delays to Merchandising team
- Management of outsource replenishment assistant, ensuring replenishment is on time, and sense-checked before sending for approval to stakeholders
- Overall accountability for Third Party stock levels – maintaining out of stock levels are within target, whilst taking into account stock value level target.
- Purchasing control of all cover-mounts and subscription boxes– assisting to ensure all products required are in or below budget, using product pricing knowledge and experience to ensure competitive pricing and best product is always achieved.
- Assistance in quotation for Ecommerce products, providing landed costs to Head of Buying for selection.
- Communicate as required with brands and licensors within critical path –facilitating approvals and providing this information to stakeholders.
- Support Head of Buying on new product sourcing by circulating samples to the supply base and obtaining quotes.
- Organise and price Own Branded ecommerce replenishment as required
- Source soft crafts subs gifts and passing details to Buying Administrator for ordering
- Support Head of Buying as and when required.