

# JOB DESCRIPTION

## SECTION 1 – IDENTIFYING INFORMATION

Job Title	Junior Buyer	Department	Procurement
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## SECTION 2 – JOB SUMMARY

The Junior Buyer will support the procurement team in sourcing and managing suppliers for raw materials, packaging, and other goods required for the company's operations. The role will be responsible for helping with supplier relationships, sourcing products, negotiating prices, and maintaining inventory levels to meet the company's needs. The Junior Buyer will assist in managing the procurement process and contribute to ensuring that costs remain within budget while maintaining quality and delivery standards.

## SECTION 3 – KEY ACCOUNTIBILITIES

	% OF TIME
<p><b>Category Management (45%)</b></p> <ul style="list-style-type: none"> <li>• Manage and maintain your own portfolio of spend with the support of the Senior Buyer.</li> <li>• Carry out market research to understand key cost drivers.</li> <li>• Understand the capabilities and capacities of the suppliers, develop relationships and build supplier profiles and contingency options.</li> <li>• Support the setting of budget pricing for your categories. Review and revise appropriately on a quarterly basis.</li> <li>• Identify key cost saving opportunities and help to drive savings for the business.</li> </ul>	45
<p><b>Supplier Sourcing and Market Research (20%)</b></p> <ul style="list-style-type: none"> <li>• Assist in researching potential suppliers for raw materials, packaging, and other goods.</li> <li>• Help analyse market trends and identify cost-effective solutions for purchasing.</li> <li>• Build and maintain a database of suppliers and their capabilities.</li> <li>• Support the Senior Buyers in evaluating suppliers based on cost, quality, and delivery performance.</li> </ul>	20
<p><b>Supplier Relationship Management (20%)</b></p> <ul style="list-style-type: none"> <li>• Build and maintain strong relationships with existing suppliers to ensure long-term business partnerships.</li> <li>• Communicate with suppliers to address any issues or concerns regarding deliveries, pricing, or quality.</li> <li>• Assist in managing supplier performance by gathering feedback from internal teams and addressing any performance issues with suppliers.</li> <li>• Support the team in analysing stock usage and demand forecasts to maintain optimal inventory levels.</li> </ul>	20
<p><b>Cost Control and Negotiation (15%)</b></p> <ul style="list-style-type: none"> <li>• Support the Senior Buyer in negotiating pricing, terms, and conditions with suppliers.</li> <li>• Assist in ensuring that procurement activities stay within budget by seeking cost-effective solutions.</li> <li>• Help monitor and report on cost savings opportunities and work to improve cost efficiency.</li> </ul>	15

## SECTION 4 – EDUCATION & EXPERIENCE

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<p>Experience (i.e. Relevant experience, Industry Experience, etc)</p>	<ul style="list-style-type: none"><li>• Previous experience in a procurement or buying role, preferably in FMCG, retail, or manufacturing.</li><li>• Understanding of procurement processes and supplier management.</li><li>• Experience working with procurement software and systems is a plus.</li></ul>
<p>Key Capabilities and Characteristics (Interpersonal skills, specific competencies, specific skills, etc)</p>	<ul style="list-style-type: none"><li>• Strong communication skills, with the ability to interact with both internal teams and external suppliers.</li><li>• Proficiency in Microsoft Excel and other office software, with strong attention to detail.</li><li>• Ability to work under pressure and manage multiple tasks simultaneously.</li><li>• A proactive and eager-to-learn attitude.</li><li>• Good organizational skills and the ability to manage time effectively.</li><li>• Basic negotiation skills with a focus on delivering value for the business.</li><li>• Strong team player, willing to collaborate and support colleagues.</li></ul>