

ROLE PROFILE

Role Title	Purchaser
Reports to	Commercial Manager
Location	Milverton
Department	Commercial
Purpose of the role	Working as part of a team to ensure timely and cost-effective buying of a portfolio of certified organic products in line with all relevant product quality, food safety, commercial and ethical trading criteria
Key internal contacts	<ul style="list-style-type: none"> • Senior Purchaser, Sourcing & Strategic Supply Planning Manager • Stock Control • Quality team • Finance team
Key external contacts	<ul style="list-style-type: none"> • Suppliers
Key responsibilities	<ul style="list-style-type: none"> • Contract and purchase products in accordance with agreed annual sourcing plans and in line with all applicable criteria • Arrange spot-purchases as required – to resolve supply chain challenges or to facilitate new projects • Liaise with suppliers to ensure all supplier approval and batch sample approval procedures are followed • Maintain excellent records (primarily within Sage 200), to ensure colleagues always have access to up-to-date information and to facilitate successful internal and external audits <p><i>This Job Description is not an exhaustive list of duties; but is intended as a general indication of the range of work undertaken and will vary in accordance with the changing demands of the business.</i></p>
Knowledge and experience	<ul style="list-style-type: none"> • Purchasing experience (desirable but not essential)
Qualities and skills	<ul style="list-style-type: none"> • Excellent communication skills - both verbal and written • Accuracy, attention to detail and organisational skills • Use of Microsoft Office including Excel • Confidence to negotiate with suppliers to achieve a successful outcome
Contract type	Permanent
Hours of work	36.5
Probationary period	3 months
Notice period	1 month
Annual leave	22 days per annum (on a rising scale up to 25 days) plus bank holidays pro rata
Pension	Contributory pension after 3 months
Produced by	Commercial Manager
Date	July 2021

Please sign below in acceptance that the above job description is a true reflection of your role:

Print Name: _____

Signature: _____

Date: _____