

ROLE PROFILE

Role Title	Purchasing Manager
Reports to	Commercial Manager
Location	Milverton, with international travel to meet suppliers or attend events
Department	Purchasing
Purpose of the role	<p>Lead and be part of a successful purchasing team, ensuring a wide range of certified organic herbs, spices and botanicals imported from suppliers worldwide are delivered on time and in full.</p> <p>Build meaningful relationships with our supplier network, achieving sustainable cost savings in line with our Ethical Sourcing Policy.</p>
Key internal contacts	<ul style="list-style-type: none"> • Purchasing team colleagues • Stock Control • Quality team
Key external contacts	<ul style="list-style-type: none"> • Suppliers • Logistics providers • Government agencies and certification bodies
Key responsibilities	<ul style="list-style-type: none"> • Manage and lead Purchasing team members to ensure all Organic Herb Trading's regularly stocked items are delivered on time in full, against sourcing plans maintained by the Sourcing Manager and Stock Controller • Take responsibility for a specific purchasing portfolio • Develop team processes and procedures to deliver efficiencies and cost savings • Maintain compliance with all relevant product quality, food safety, organic and ethical criteria as applicable for each stock item • Take a fearless and fair-minded approach to all negotiations with suppliers, and to resolution of any issues that arise <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"> • Essential: Purchasing and contract negotiation with suppliers, ideally including working directly with suppliers outside of the UK • Desirable: Experience of line managing individuals and leading teams • Desirable: Organic and/or Fair-certified supply chains
Qualities and skills	<ul style="list-style-type: none"> • Excellent attention to detail, analytical and organisational skills • Proactive and solution-finding approach • Confident and highly tenacious • Excellent communicator and relationship-builder • Works successfully with others and contributes to a joint result • IT skills – particularly use of Excel
Hours of work	36.5 hours per week
Date reviewed	May 2021