

JOB DESCRIPTION: Goods-In Buyer

- Role:** Buyer
- Reporting to:** Goods-In Team
- Allocated Hours:** 24 hours per week
- Location:** Essential Trading Co-operative, Unit 3 Lodge Causeway, BS16 3JB
- Job Purpose:** Manage a portfolio of accounts and products

Main Accountabilities

- Work to a specified buying budget
- Take responsibility for maintaining the stock holding of allocated products
- Respond promptly to enquiries from other teams in relation to your accounts
- Dealing promptly with any problems with products, deliveries and collections
- Facilitate the flow of product information to other teams when required
- Liaise and maintain good relationships with suppliers
- Work with suppliers to decide on new listings, promotions and selling advertising
- Attend trade shows and other networking events, which will involve some travel and working out of usual hours
- Work as part of the Goods In team, in identifying new and trending markets
- Actively participate in team decision making
- Provide cover for colleagues within the team during annual leave and sickness

General requirements of Co-op workers

- Show initiative and work independently without supervision
- Be willing to take on responsibilities beyond basic job description
- Take ownership of tasks
- Communicate effectively, staying informed of Co-op affairs, sharing and exchanging information with others
- Actively participate in running the team and the co-operative as a whole

PERSON SPECIFICATION: Buyer Worker

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Working Independently • Meeting Deadlines 	<ul style="list-style-type: none"> • Purchasing Goods
Knowledge		<ul style="list-style-type: none"> • Knowledge of Essential product range • Knowledge of warehouse systems • Knowledge of the wholefoods market
Skills	<ul style="list-style-type: none"> • IT skills - use of email and office suite • Excellent communication and relationship management skills. • Team work 	<ul style="list-style-type: none"> • Use of Sage software
Qualities	<ul style="list-style-type: none"> • Ability to be trained • Methodical and persistent 	<ul style="list-style-type: none"> • Outgoing personality
Other	<ul style="list-style-type: none"> • Able to work outside of usual work hours when necessary (e.g. meetings, trade shows) 	<ul style="list-style-type: none"> • Knowledge and/or experience of co-operatives.