Job Description

Junior Buyer

Department:	Purchasing
Job Title:	Junior Buyer
Reports To:	Purchasing Manager
Location:	Kingswinford
Employment Type:	Full Time (37.5 Hours Per Week) On-site
Salary Range:	£26,040-£28,680 Per Annum
Start Date:	Immediate Start

Job Purpose

To support the purchasing department in the effective procurement of food ingredients & chemicals, ensuring the business maintains appropriate stock levels, competitive purchasing costs and reliable supplier relationships.

The Junior Buyer will work closely with the Purchasing Manager, Buyers and wider operational teams to ensure products are sourced efficiently, delivered on time and meet the company's quality, food safety and commercial requirements.

This is an excellent opportunity for someone looking to develop a career in procurement and purchasing within the food / chemical distribution industry.

Key Responsibilities

Purchasing and Procurement

- Assist Buyers with the day-to-day purchasing of food ingredients & chemicals.
- Raise and process purchase orders accurately and in a timely manner.
- Obtain supplier quotations and compare pricing, ensuring purchasing systems are updated with required data
- Monitor supplier lead times and delivery schedules.
- Follow up outstanding purchase orders and resolve delivery issues.
- Identify opportunities to improve purchasing costs and efficiencies.
- Maintain accurate purchasing records and supplier information.

Supplier Management

- Develop and maintain positive working relationships with suppliers.
- Communicate with suppliers regarding pricing, availability and delivery requirements.
- Assist with supplier performance monitoring.
- Support buyers with supplier reviews and price negotiations.
- Escalate supplier performance issues to Buyers / Purchasing Manager.

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Administration and Reporting

- Maintain accurate purchasing data within the company's ERP or purchasing systems.
- Assist with updating supplier prices and product information.
- Investigate purchase price discrepancies and invoice queries.
- Maintain organised supplier records and purchasing documentation.
- Support the Purchasing Manager with administrative and reporting requirements.

Key Skills and Experience

Essential

- Good communication and interpersonal skills.
- Strong organisational and administrative abilities.
- Good numerical skills and attention to detail.
- Competent with Microsoft Excel, Outlook and general IT systems.
- Ability to manage multiple tasks and prioritise workloads.
- A proactive approach to problem-solving.
- Willingness to learn and develop commercial purchasing skills.
- Ability to work independently and as part of a team.

Desirable

- Previous experience in purchasing, procurement or supply chain.
- Experience working within food distribution, food manufacturing or wholesale.
- Knowledge of food safety and supplier quality documentation.
- Basic understanding of product costing, margins and supplier negotiations.

Personal Attributes

The successful candidate will be:

- Commercially aware and cost-conscious.
- Proactive and enthusiastic.
- Methodical and organised.
- Confident when communicating with suppliers.
- Comfortable working in a fast-paced environment.
- Analytical with good attention to detail.
- Willing to take responsibility and learn new skills.

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Development Opportunities

The Junior Buyer will receive training and development in:

- Purchasing and procurement processes.
- Supplier sourcing and relationship management.
- Commercial negotiations and cost savings.
- Food safety and technical product specifications.
- Market awareness and commodity pricing.

With experience, the successful candidate will have the opportunity to progress towards a Buyer role with increased responsibility for supplier management, commercial negotiations and category ownership.

Overall Role Expectations

The Junior Buyer is expected to provide reliable support to the purchasing department, ensuring purchasing activities are completed accurately, efficiently and in line with company procedures.

The role is expected to develop swiftly from predominantly administrative purchasing support towards greater commercial responsibility as experience and confidence increase.

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