

**Role Title: Food Buyer**

**Department: Commercial**

**Job Family: Customer Support & Management**

**Job Level: Level 6**

### About the role

Accountable for range strategy of large turnover categories. For range selection and trading strategy for a given product department, to deliver a customer focused proposition, to agreed target KPIs (including Sales, Margin, Stock, Availability and Customer satisfaction), in line with the commercial strategy. To achieve optimum cost and profit through collaborative working with suppliers.

A Buyer will speak to numerous suppliers on a regular basis to ensure the product remains competitive in the market and to achieve optimum cost and profit through collaborative working. This market is highly affected by seasonal supply and trends and ensure our premium store ranges are reflective of consumer and market trends whilst being representative of our Co-operative ethics and values.

### What you'll be doing

- Create and implement a customer driven strategic vision for their ranges in line with the category strategy.
- Using knowledge of markets and suppliers, inform the category budget and create and implement trading plans to achieve category strategy
- Manage pricing across category to achieve a competitive position without compromising profitability
- To ensure the growth of sales throughout specific Midcounties Co-operative stores through review of commercial performances, discussing the performance with our suppliers and take necessary steps to address shortfalls.
- Develop a compelling promotional plan for the category, working cross-functionally with the Marketing teams to create compelling multichannel marketing executions
- Advocates of Local suppliers, maintaining strong relationships with existing suppliers and fostering relationships with new suppliers.
- Communicate effectively between our suppliers, fellow operations colleagues, and Midcounties Co-operative stores.
- Build strong relationships with the Retail team through store visits, meeting presentations and ongoing dialogue
- Accountable for category & range reviews in conjunction with all partners. Poor performance products or suppliers are identified and managed appropriately.
- Work in conjunction with the retail team to implement best practice.

- To play key role in Business Change Projects i.e., EDI, Standard Convenience Ranging
- To attend relevant trade exhibitions in UK to support growth strategy.
- Regular communication with specific Midcounties Co-operative stores to ensure that all food/grocery queries are dealt with in an effective manner.
- Work with our partners to support them in defining our seasonal ranges and review performance of this whilst planning for an exit strategy for the end of season.
- Increase productivity within range through the effective management of surplus stock.
- Produce weekly and monthly updates for management review.
- Adhere to the society's Buying and Distribution Processes to ensure the society values are maintained.
- Ensure the Society operates in line with GSCOP legislation at all times
- To manage the Buying Administrator with their daily and weekly routines and ensure the review process is in place as per societies policy.

### About You

- Experience in previous buying role in a FMCG retailer
- Works well in a team and possesses the ability to provide guidance and support to colleagues with regards to all relevant matters.
- Effective verbal and written communication skills.
- Strong management skills in order to provide clear support and direction to the Buying Assistant.
- Deals with queries in a prompt, accurate and courteous manner.
- Maintains strong and profitable working relationships with external partners.
- Good I.T skills and able to plan and manage time effectively.
- Effective communication to ensure that consistently high standards are maintained throughout the stores.
- Ensure that performance reviews are conducted within the appropriate time scales.
- Understands the impact of their actions and decisions on the overall profitability of the whole company.
- Has previous experience as a buyer in the fast-moving consumer goods (FMCG) sector.
- Analytical and high levels of numeracy and literacy.
- Able to communicate effectively at all levels.

In addition, all employees are expected to work within the terms of their contract of employment and adhere to Society policies and procedures.

### Scope

- Reports to: Buying Manager
- Budgetary Control: Cost price negotiation and promotional strategy funding
- Key internal contacts are all internal departments and trading groups.
- Key external contacts are the Society suppliers.