

LA ROUSSE
FOODS

Job Description

Junior Buyer

I- Job Title

Junior Buyer

II- Reporting line

Senior Buyer

III- Direct Reports

None

IV- Responsibilities

Purchasing team: To optimise the flow of products so as to fill all orders on time, resulting in maximum sales, whilst ensuring all related costs are kept to a minimum.

1. Ordering

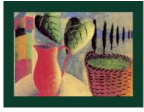
- a. Process daily and weekly purchase order requirements through set of preferred vendors to ensure all orders are placed correctly, on time and in full
- b. Ensure that preferred Vendor status is maintained.
- c. Optimise order frequency to maintain balance between cost and customer demand.

2. Commercial Conditions & Supplier Relations

- Negotiate best price (fully integrated – supplier & transport)
- Negotiate best credit terms
- Build long term relationships with suppliers

3. Stock management

- a. Insure sufficient stock available to fill customer demand
- b. Optimise Stock turn per category – Fresh, frozen, dry



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V- Key competencies

1. Good knowledge of the food distribution sector – fresh / frozen / dry goods.
2. Strong Negotiation skills.
3. Ability to focus and prioritise tasks.
4. Strong Organisational and Planning skills.
5. Good Communicator – both internal and external
6. Ability to work well under pressure.

VI- Qualifications / Experience

1. Education or experience in Procurement or Supply Chain is an advantage
2. Proficient in Word and Excel
3. Fluent French would give a distinct advantage