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| SECTION 1 – IDENTIFYING INFORMATION |
| Job Title | Finished Goods Buyer | Department | Procurement |

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| SECTION 2 – JOB SUMMARY |
| To be the commercial expert in Co Manufactured finished Products. Source and set up contracts for supply manufacturing capacity at the right cost and in the most efficient and sustainable supply chain possible. The portfolio will include all manufacturing categories and regions and may extend to other raw materials and packaging as required. The role is responsible for Co-manufacturers supplying both Ella’s Kitchen and Hain UK Businesses. |

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| SECTION 3 – KEY ACCOUNTIBILITIES | % OF TIME |
| 1. **Category Market Expert (10%)**
* Carry out market research to understand the drivers of manufacturing costs.
* Understand the capabilities and capacities of Co Manufacturers in the market, develop relationships and build supplier profiles and contingency options.
* Set budget pricing for Co Manufacturer costs. Review and revise appropriately on a quarterly basis.
* Work with Raw Material and Packaging Buyers to understand component costs and price trends
* Develop short medium and long term Procurement strategies across Contract Manufacturing
* Share expertise with Ella’s teams.
* Build a network of contacts to improve knowledge and share ideas.
 | 10 |
| 1. **Sourcing, contracts and Relationship Management (40%)**
* Lead the review and set up of new Co Manufacturers as appropriate
* Own, manage, negotiate, renew contracts with all co-manufacturers ensuring all parameters are covered including cost model, quality service capacity stock innovation and sustainability.
* Negotiate cost changes with all co-manufacturers
* Be an expert when it comes to all things legal, from co-manufacturing agreements, IP ownership to exclusivity agreements.
* Ownership of Manufacturing , sundry and depending on cost model some Ingredient and packaging costs
* Work closely with the ‘Rightly’ (Technical + Quality) team , Supply team and our Co Manufacturers to proactively drive efficiencies, contingencies and collaborative plans
* Lead commercial sections of regular Co Manufacturer review meetings involving all relevant teams across Ella’s as appropriate
* Own, manage and review as appropriate cost sheets for each co manufacturer
* Make other teams aware of current and future cost risks.
 | 40 |
| 1. **Savings Champion (20%)**
* Identify a rolling cost savings plan with Co Manufacturers
* Collaborate with co-manufacturers to drive cost improvement projects
* Lead cross-team projects to deliver value and savings
* Work Closely with ‘Sums’ (Finance) to develop savings calculations, cost models and reporting.
 | 20 |
| 1. **Innovation & NPD (30%)**
* Proactively contribute to Innovation strategy searching for Co Manufacturing capability, capacity and onboarding new partners.
* Support the NPD project teams with costs and supply capability.
* Develop an agenda where our Co Manufacturers proactively share NPD/Innovation ideas
 | 30 |

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| SECTION 4 – EDUCATION & EXPERIENCE |
|  Experience (i.e. Relevant experience, Industry Experience, etc) | * Experience of Procurement ideally within a food / FMCG environment
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| Key Capabilities and Characteristics (Interpersonal skills, specific competencies, specific skills, etc) | * Ability and willingness to communicate effectively at all levels and provide support in a range of activities and tasks
* Real strength in using MS Excel, with top-notch numeracy skills and attention to detail
* Ability to build strong collaborative relationships, getting things done and resolving issues across the business and with suppliers
* Passion and determination to succeed
* Proactive and driven attitude with a natural aptitude for problem solving (and able to think differently when finding solutions)
* Excellent organisational and time management skills
* Ability to think logically and calmly especially when it’s really busy.
* Demonstrate a calm and resourceful response when issues arise
* Manage a varied workload through prioritising and communicating to the team
* Have a commercial mindset with proven negotiation skills
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