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| SECTION 1 – IDENTIFYING INFORMATION | | | |
| Job Title | Junior Buyer | Department | Procurement |

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| SECTION 2 – JOB SUMMARY |
| The Junior Buyer will support the procurement team in sourcing and managing suppliers for raw materials, packaging, and other goods required for the company’s operations. The role will be responsible for helping with supplier relationships, sourcing products, negotiating prices, and maintaining inventory levels to meet the company’s needs. The Junior Buyer will assist in managing the procurement process and contribute to ensuring that costs remain within budget while maintaining quality and delivery standards. |

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| SECTION 3 – KEY ACCOUNTIBILITIES | % OF TIME |
| **Supplier Sourcing and Market Research (25%)**   * Assist in researching potential suppliers for raw materials, packaging, and other goods. * Help analyze market trends and identify cost-effective solutions for purchasing. * Build and maintain a database of suppliers and their capabilities. * Support the Senior Buyers in evaluating suppliers based on cost, quality, and delivery performance. | 25 |
| **Order Management and Purchase Orders (30%)**   * Assist in placing purchase orders for goods and materials in line with demand forecasts. * Track order status and follow up with suppliers to ensure on-time delivery. * Maintain accurate records of all purchase orders and deliveries. * Coordinate with internal teams (e.g., production, logistics) to ensure smooth order fulfillment | 30 |
| **Supplier Relationship Management (20%)**   * Build and maintain strong relationships with existing suppliers to ensure long-term business partnerships. * Communicate with suppliers to address any issues or concerns regarding deliveries, pricing, or quality. * Assist in managing supplier performance by gathering feedback from internal teams and addressing any performance issues with suppliers. | 20 |
| **Cost Control and Negotiation (15%)**   * Support the Senior Buyer in negotiating pricing, terms, and conditions with suppliers. * Assist in ensuring that procurement activities stay within budget by seeking cost-effective solutions. * Help monitor and report on cost savings opportunities and work to improve cost efficiency. | 15 |
| **Inventory Management and Stock Levels (10%)**   * Assist with monitoring inventory levels to ensure stock availability without over-ordering. * Support the team in analyzing stock usage and demand forecasts to maintain optimal inventory levels. * Ensure that all stock movements are recorded and maintained accurately. | 10 |

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| SECTION 4 – EDUCATION & EXPERIENCE | |
| Experience (i.e. Relevant experience, Industry Experience, etc) | * Previous experience in a procurement or buying role, preferably in FMCG, retail, or manufacturing. * Understanding of procurement processes and supplier management. * Experience working with procurement software and systems is a plus. |
| Key Capabilities and Characteristics (Interpersonal skills, specific competencies, specific skills, etc) | * Strong communication skills, with the ability to interact with both internal teams and external suppliers. * Proficiency in Microsoft Excel and other office software, with strong attention to detail. * Ability to work under pressure and manage multiple tasks simultaneously. * A proactive and eager-to-learn attitude. * Good organizational skills and the ability to manage time effectively. * Basic negotiation skills with a focus on delivering value for the business. * Strong team player, willing to collaborate and support colleagues. |