
JOB DESCRIPTION - BUYER

Job Title: Buyer

Department: Buying and Procurement

Reports To: Head of Procurement

Job Overview

As a Buyer at Trendie, you will play a pivotal role in driving the company's procurement strategy, ensuring that the products we offer align with customer demands and organisational goals. This position requires a strategic mindset, with a focus on selecting, purchasing, and maintaining the right product assortments to optimise sales and profitability. Your ability to negotiate with suppliers, analyse market trends, and manage the product lifecycle will directly contribute to the company's success. You will be responsible for ensuring the timely availability of products while maintaining cost-effectiveness, quality, and compliance with company standards.

Key Responsibilities

- **Product Selection and Sourcing:** Identify, evaluate, and select products that meet both current and future customer preferences, ensuring alignment with Trendie's strategic objectives.
- **Supplier Negotiation and Contract Management:** Negotiate with suppliers to secure competitive pricing, favourable terms, and reliable delivery schedules. Ensure contractual agreements meet quality standards and business requirements.
- **Supplier Relationship Management:** Build and nurture long-term relationships with suppliers and vendors, fostering collaboration and mutual growth while ensuring consistent product quality and service.
- **Market Research and Data Analysis:** Conduct comprehensive analysis of sales data, customer feedback, and market trends to make informed purchasing decisions and anticipate future demand.

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- **Inventory and Stock Management:** Collaborate with merchandising, planning, and logistics teams to maintain optimal stock levels. Ensure timely product availability while minimising excess inventory and managing stock turnover efficiently.
- **Product Lifecycle Oversight:** Manage the entire product lifecycle, from initial selection and purchasing through to markdowns, discontinuation, and end-of-life strategies.
- **Trend and Competitor Analysis:** Stay abreast of industry trends, emerging technologies, and competitor offerings to ensure Trendie remains competitive and responsive to changing market conditions.

Qualifications and Experience

- **Education:** A Bachelor's degree in Business, Marketing, Supply Chain, or a related field is required. A postgraduate qualification is desirable but not essential.
- **Experience:** A minimum of 3 years of experience in procurement, buying, or a related role within retail, wholesale, or a similar fast-paced industry.
- **Supplier and Vendor Negotiation:** Proven experience in supplier negotiations and contract management, with a focus on driving cost efficiencies and maintaining quality standards.
- **Market and Consumer Insight:** Demonstrated understanding of market dynamics, customer behaviour, and trends, enabling proactive product selection and procurement.
- **Analytical and Strategic Thinking:** Strong analytical skills with the ability to interpret data and translate it into actionable insights and decisions that drive profitability.

Skills and Competencies

- **Communication and Negotiation:** Exceptional communication, negotiation, and interpersonal skills, with the ability to influence internal and external stakeholders.
- **Technical Proficiency:** Proficiency in procurement, inventory management, and data analysis software. Familiarity with ERP systems and Microsoft Excel is highly regarded.

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- **Time Management and Deadline Adherence:** Capable of prioritising tasks effectively in a high-pressure environment, ensuring deadlines are met without compromising on quality.
- **Attention to Detail:** Meticulous attention to detail in all aspects of purchasing and procurement, ensuring accuracy in product selection, pricing, and inventory management.
- **Cross-functional Collaboration:** Strong collaborative skills, working effectively with cross-functional teams, including sales, marketing, logistics, and finance, to achieve shared objectives.

Working Conditions

This full-time role is based in a dynamic and fast-paced environment, requiring flexibility to meet project deadlines and procurement timelines. Travel may be required for supplier visits, trade exhibitions, and industry events, both domestically and internationally, to source new products and develop supplier relationships.

Key Performance Indicators (KPIs)

- **Profit Margins:** Maximising profit margins through strategic sourcing and effective negotiations with suppliers.
- **Inventory Efficiency:** Ensuring optimal stock levels and managing inventory turnover rates to prevent overstock or stockouts.
- **Sales Contribution:** Driving sales performance by ensuring the right products are available at the right time and price points.
- **Supplier Performance and Compliance:** Managing supplier performance, ensuring compliance with contractual obligations, and maintaining high levels of product quality and service.
- **Timeliness and Responsiveness:** Ensuring timely product availability, delivery, and responsiveness to market changes.

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Company Values and Culture

At Trendie, we are committed to fostering a culture of innovation, integrity, and collaboration. As a Buyer, you are expected to embody these values, contributing to an environment where strategic thinking and customer focus drive organisational success. Your role will be central to ensuring that Trendie remains competitive by offering products that resonate with our customers and align with our values.

Career Path and Progression

This role offers significant opportunities for career advancement within the organisation. Successful Buyers may progress to senior roles such as Senior Buyer, Category Manager, or Head of Procurement. There are also opportunities to specialise in areas such as international sourcing, category management, or vendor relationship management.

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