

Job Description



Job Title:

Assistant Buyer

Main purpose of job:

To assist with sourcing and choosing products for sale in our Farm Shop, their pricing, display and promotion

Relationships:

- a) Responsible to: The Managers and Partners
- b) Responsible for:
- c) Liaison with: Other Assistant Buyer, Farm Shop, Farm and Café staff, Managers, Partners and Customers

Main tasks of the job:

- Ordering stock as needed from producers and wholesalers
- Managing stock in the shop and store
- Pricing, including managing promotions
- Shop layout and product display
- Receiving deliveries, checking, investigating and resolving delivery and invoice queries
- Managing ordering for peak times (Christmas, Easter, bank holiday weekends) including advance ordering
- Being aware of market trends, customer trends and requests, local events, seasonality and the weather to inform ordering
- Fulfil to your best ability specific customer orders
- Actively looking for new products which fit with our buying policy and the Washingpool Farm Shop ethos of being a real farm shop and local/regional
- Always maintaining the unique selling point and independent nature of Washingpool Farm Shop
- Building and maintaining positive relationships with producers, suppliers and customers
- Responding to emails regarding stock/products and checking product information on the website
- Helping to organizing tastings, producer days and special events
- You must also be available, as required, to serve on the tills, answer the telephone and be involved with other general duties

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

Job description approved by: Bryony Brock

Date: 26th October 2024

Additional information:

Hours of Work

- Monday to Friday (initially Tuesday to Friday until become familiar with role)
- 9:00am to 3:00pm, paid 10-minute refreshment break
- Able to be flexible with working hours particularly during peak times and when colleagues are off work
- Permanent position
- To start as soon as possible

Rate of Pay

- Rate per hour based on National Minimum Wage, payable weekly in arrears
- Staff discount of 20% off products in our Shop and Café for staff only (non-contractual)
- Auto-enrolment pension scheme available

Skills & Qualifications

An assistant buyer must be an excellent communicator, motivated to increase sales and keep displays looking fresh, whilst maintaining Washingpool's ethos. They must be innovative and have a good awareness of trends, local events and seasonality. No previous buying experience is necessary. A successful Assistant Buyer candidate will have various skills to include

- Excellent communication
- Self-motivated and innovative
- Passion for local food and drink
- Good computer, numeracy and literacy skills
- Able to work well alone and as part of a team
- Have a friendly, outgoing and professional demeanour
- Prior experience of working in a retail position or with customer service is an advantage

Probationary Period

- The first 8 weeks of employment will be a probationary period during which you and your employer would have an opportunity to assess your suitability for the position appointed.

To be considered for this role please complete our application form or send your covering letter and CV to info@washingpool.co.uk , post to Washingpool Farm, Bridport, Dorset, DT6 5HP or hand in to our Farm Shop.