

Job Title: Assistant Buyer

Responsible to: Purchasing Manager —————> **Group Buyer**

Salary: On Application

Closing date for application is 14th May 2021.

To apply, please send a copy of your CV with a covering letter to hr@supreme.co.uk

Responsibilities

- Support the Buying Department in the administration of supply chain duties: creating new products on sage, amending current products & informing staff members of amendments/additions.
- Track open purchase orders and ensure due in dates are updated on sage, so customer facing platforms show correct stock arrival dates.
- Assist the team in supplier data gathering and system updating, with commodity codes, etc.
- Assist in the resolution of queries from other departments, i.e. Accounts, Sales Team, Warehouse, etc.
- Shipping/Freight: Approving new bookings for sea and air freight, check shipping documents and send to freight forwarder. Request quotes for air shipments
- Assist in the integration of companies acquired by Supreme PLC, helping to ensure smooth integration into Supreme – Suppliers, products, etc.
- Use existing knowledge to help improve and strengthen where possible existing purchasing processes.
- Assist with other tasks as they appear at discretion of Purchasing Manager.

Growth Potential

Once comfortable within the role, become fully trained on slim4 (stock forecasting system), so can assist existing team in stock level management and ordering.

Preferred Knowledge

- Sage
- Excel, Word, etc.
- Good Communicator
- Excellent attention to detail

Added bonus – Knowledge of Slim4 Stock Forecasting System