

POSITION TITLE	Grocery Buyer
STORE	
DATE	
REPORTS TO	Store Manager
PURPOSE OF POSITION	To maximise sales and achieve specified profit margins whilst managing buying functions for the store.
STORE VISION	
STORE VALUES	

REPORTING STRUCTURE**RELATIONSHIPS****INTERNAL**

- Other Dept and Duty Managers
- Grocery Team Members
- Other store staff

EXTERNAL

- Suppliers / Reps
- Merchandisers / Demonstrators
- Foodstuffs Specialists
- Customers

AUTHORITIES (refer Delegated Authorities matrix)

Staff _____

Finance _____

Operations _____

ACCOUNTABILITIES

- OPERATIONAL**
- Manage the stock range including new lines and deletions.
 - Ensure that all stock is sourced through approved suppliers, all orders are placed on time.
 - Ensure that slow moving stock in the storeroom is identified by monitoring and taking appropriate action.
 - Achieve price integrity through ensuring all prices are correct in SAP and POS equipment at all times. Quoted price maintenance is achieved through ensuring that all costing details in the SAP System are correctly recorded enabling office staff to check correct charges and liaise with reps or manufacturers.
 - Complete shelf management through reviewing category shelf layouts to ensure maximum sales and profit potential is reached. Plan new line space allocation and undertake space management e.g. relays / refits.
 - Ensure interaction with reps and manufacturers meets a high standard of professionalism.
 - Ensure sales and GP targets are met or exceeded. Monitor sales and create opportunities to increase on last year.
 - Manage credits in a timely and tidy fashion to minimize waste and reduce loss. Hold suppliers accountable for damaged stock making sure credit notes find their way to the office.
 - Undertake necessary administrative functions of the role including:
 - New line audits
 - Ensuring all paperwork is up to date.
 - Running credit reports.
 - Loading details of new products etc. into the system
- FINANCIAL**
- Meet annual, monthly and weekly targets and review with Store Manager the sales, gross profit, contribution to profit and cost targets in line with the store targets, proactively taking action to remedy adverse trends.
 - Ensure all promotional monies, gifts, free stock vouchers etc. are receipted with the owner and remain the property of the company for distribution as the owner sees fit.
- COMPLIANCE**
- Ensure regulatory compliance across the store in all areas relating of regulatory impact including but not limited to compliance with store policies, the HACCP programme and Health and Safety program, Liquor Licencing regulations, Commerce Commission regulations
- ABOVE THE LINE**
- Maintain a standard of discipline which reflects in high standards of behaviour and dress as agreed by the team.
 - Personally, upholds team ethics, and accepts nothing less from their team
 - Consistently demonstrates honesty and integrity (in words, decisions, and actions) in all of your dealings with internal & external customers.
 - Consistently, openly, and fairly addresses difficult issues (e.g., poor performance, conflict)
 - Demonstrates a strong work ethic through their commitment to the teams' success, ownership of problems and self-discipline
 - Leads by example in terms of team and store values, drive to succeed and positive outlook
 - Challenges appropriately while respecting the position of others
 - Demonstrates that customers are first.

QUALIFICATIONS AND EXPERIENCE

ESSENTIAL

- Computer literate
- Retail experience
- Physically fit and able to fulfil the requirements of the role.
- Logical process thinker with an ability to analyse and problem solve
- Has a high attention to detail
- Has an ability to manipulate data (sorting, filtering etc) to find the appropriate information from the system
- Understands what the SAP system offers and how it can be used to benefit daily operations
- Understands the end-to-end flow and takes ownership of the order through to payment

DESIRED

- Buying qualification / experience
- SAP or similar software experience
- Good command of written / spoken English
- Advanced maths skills
- Food retail experience
- Clean driver's licence

SIGNATURE

I have read and understood this Job Description: