

Job Description

Title:	Buying Assistant/Assistant Buyer
Reports To:	Buyers
Contract Type:	Full time – 40 hours, temporary to cover maternity leave
Direct reports:	N/a
Works Closely With:	Head of Retail Retail Team Visual Merchandise team Stock Control and Stockroom teams

About Snape Maltings and Britten Pears Arts

Overlooking the Alde estuary, Snape Maltings is home to our world-famous concert hall and music facilities; it is also a popular visitor destination with independent shops, cafes, a restaurant, event venues and art galleries. The site is now largely owned by Britten Pears Arts, a Music & Arts based charity.

Snape Maltings Trading Limited (SMTL) is the commercial arm to Britten Pears Arts. All of the profits that we make through sales at Snape Maltings contribute towards supporting our charitable work in Artist Development, our year-round Performance Programme, Music in the Community and Creative Health and our Living Heritage Museum and Archive at The Red House. Aswell as the support received from SMTL, Britten Pears Arts is also supported though fundraising, public funding, ticket sales and royalties from works by Benjamin Britten and Peter Pears.

Our mission at Britten Pears Arts is to use Music, Arts & Heritage to transform people's lives for the better, to bring communities together and effect positive social change. We continue to follow in the footsteps of our founders Britten and Pears, inspired by their goal to make the arts useful and available to all. At our two internationally recognised cultural destinations, Snape Maltings and The Red House, we create vibrant, uplifting and life-enhancing experiences for visitors, customers and audiences alike. We deliver this vision through our remarkable people and brilliant inclusive teams, working together with a sense of purpose.

Our retail Brand Values guide everything that we do: **Quality** – we provide high quality products across a range different price points; we are **Customer Lead** – we take time to understand our customers and to build loyalty; we are **Authentic** to our unique Suffolk location, natural environment and history; we are **Enterprising and Open** – always looking for ways to improve, adapt and embrace new and different opportunities.

About this role

Our Buying team is responsible for the selection and purchase of all our product ranges.

This role will cover a period of maternity leave. Depending on experience the role will be that of Buying Assistant or Assistant Buyer and the focus will be on the following product area: interiors including soft furnishings, furniture and decorative homewares; garden and outdoor ranges (The Shed) and merchandise which is sold in our Craft shop – primarily ranges which are artisan, from small and local producers or which reflect our ethical and sustainable ethos.

Main Purpose

Working with the Buyers, the role holder will order and re-order product for House & Garden, Craft Shop & The Shed, ensuring the right product is delivered at the right time and in the right quantities. The role will also work with the Buyers to make sure that prices are correct, margin opportunities maximised and slow sellers are managed.

Key Responsibilities (Buying Assistant)

- Build and maintain a detailed knowledge of all House & Garden and Craft Shop products and ranges.
- Understand the EPOS systems, and how to use them effectively, analyzing data to inform buying decisions.
- Raising orders on the EPOS system (would this be in agreement with the Buyer?)
- Complete price corrections and updates on EPOS as soon as they are needed.
- Provide product information to the salesfloor team eg: leaflets, prices, swatches.
- Updating relevant sales tracking information for the Buying team and Head of Retail.
- On-line shop liaison keeping them up to date with prices, new ranges. (who is this?)
- Contact suppliers to confirm and co-ordinate deliveries, chase outstanding deliveries etc.
- Respond to general buying queries and/or pass on to the relevant Buyer if necessary.

Additional Responsibilities (Assistant Buyer)

- Analysing sales information from EPOS system for re-ordering of stock on a daily basis.
- Work within purchasing budgets to achieve sales and stock level targets.
- Understand and maintain margins for different products and ranges, identify and recommend opportunities to grow margins.
- Liaising with stockroom, finance and shop floor, to resolve problems and queries which avoid customer complaints, returns, breakages etc.
- Assist with salesfloor training eg: product knowledge.
- May attend trade shows – (usually in January – February)

PERSON SPECIFICATION – Buying Assistant/Assistant Buyer

CRITERION	Buying Assistant	Assistant Buyer
Experience	<ul style="list-style-type: none"> • Has office-based admin experience gained in a customer-facing environment • Has worked, or volunteered in a retail or visual merchandising role. • Ideally has experience of working in a buying/procurement context. 	<ul style="list-style-type: none"> • Has experience gained in a buying role with a similar product range (homewares, interiors, kitchenware) • Has contributed to buying decisions and has worked with strict budgets and targets (margins, stock levels, stock turn) • Is likely to have had responsibility for a specific product range.
Skills/Knowledge	<ul style="list-style-type: none"> • Understands the role of buying within a retail business and demonstrates genuine enthusiasm for pursuing a career in this area. • Accurate and efficient admin skills • Attention to detail • Communicates clearly – verbally and in writing. • Good understanding of Microsoft Office applications. • Excel and EPOS – able to use and interpret data. 	<ul style="list-style-type: none"> • Understands how margins impact on buying decisions. • Has used EPOS (or similar) in a buying context. • Analytical – understands how to use data to make buying decisions • Communicates clearly – verbally and in writing. • Competent user of Microsoft Office applications including Sharepoint, Excel, Word. • Has efficient and accurate admin skills.
Ability/aptitude	<ul style="list-style-type: none"> • Is able to learn and use new systems quickly and accurately. • Analytical – can interpret data to recommend or make decisions. • Is interested in, and capable of developing, knowledge and experience in a buying role – has the potential to take on more responsibility. • Works well within a small team - demonstrates a positive, “can do” attitude. • Expresses own views clearly and constructively, is respectful of other points of view. • Reliable, is a good time-keeper and punctual. 	<ul style="list-style-type: none"> • Shares knowledge with others, may have been involved with staff training – can present at meetings. • Works well within a small team - demonstrates a positive, “can do” attitude. • Expresses own views clearly and constructively, is respectful of other points of view. • Reliable, is a good time-keeper and punctual.
Special Requirements	<ul style="list-style-type: none"> • Able to work additional hours as necessary. • Attends meetings and training events which may be out of normal hours. • Full UK driving license 	<ul style="list-style-type: none"> • Able to work additional hours as necessary. • Able to attend trade shows which may include travelling and staying away from home. • Attends meetings and training events which may be out of normal hours. • Full UK driving license

Signed: _____ Date : _____