

Job Description:

Title: Herb Purchasing Assistant (Maternity cover)

Reporting to: Head of Procurement

Main Objective: To support the procurement and shipping of raw materials used within Pukka's portfolio. Vital day to day activities involve liaison with international suppliers and freight forwarders; accurate and timely upkeep of internal systems; monitoring and reporting to ensure continuity of supply and achievement of key business targets.

Liaison with: QC department
Finance Department
Supply Chain

Key Responsibilities

Main responsibilities

- Maintain successful relationships with our current suppliers and be involved in sourcing and approval of potential new.
- Work with Supply Chain colleagues to maintain our ERP systems on an ongoing basis to support and improve data quality.
- Participate in purchasing activities such as raw materials costs optimisation as well as delivery lead time reduction.
- Assist with the development of best practice purchasing practices to suit business needs.
- Monitor and maintain the progress of purchase orders from placement to receipt, ensuring timely delivery in agreement with our terms.
- Liaise with suppliers with respect to product specifications, transit times, documentation and custom clearance.
- Arrange deliveries/collections of stock to minimise overdue deliveries and impact to service from and to different production sites.
- Update key internal stakeholders and Supply Chain colleagues of potential changes in timelines or volumes.
- Pre-shipment sample submission to QC for testing and approval and follow through till their final approval.
- Ensure requisitions are processed in a timely manner.
- Manage supplier enquiries.
- Provide regular spend analysis and stock reports.

General

- To champion Pukka's Mission, Aims, Objectives and Values.
- To participate in Pukka's Appraisal process ensuring own personal development and contributing to the overall performance of the People team.
- To ensure equality of opportunity is maintained and respected at all times in accordance with the appropriate policies and procedures.
- To work co-operatively with colleagues across Pukka.
- To comply with the statutory provisions of the Health and Safety at Work Act 1974.
- To actively participate in opportunities to communicate within Pukka including attending team meetings.
- To make full use of technology for all appropriate tasks.

- To demonstrate a willingness to work flexibly with others to respond to needs of an evolving organisation.
- To ensure that confidentiality is respected and maintained at all times.
- To perform any other duties as directed by management.

This job description reflects the present requirements of the post and should not be seen as an exhaustive list of responsibilities. Duties and responsibilities may develop and change in consultation with management.

Person Specification

Qualifications A degree in supply chain management, logistics or business studies or equivalent. To have, or be working towards CIPS.

Knowledge & Experience

Essential

- Experience in import and export of sea, road and air freight
- Knowledge of customs clearance procedures and requirements
- Commercial awareness
- Sensitivity on cultural differences
- PC literate and confident

Desirable

- Supply chain knowledge of systems and processes from supplier to consumer
- Experience in stock control
- Commercial awareness
- Ability to influence and negotiate, research, network and build relationships
- Experience in working with ERP business systems (IFS)

Personal Attributes

- Dynamic approach to problem solving
- Highly numerical and analytical
- Passion for herbs and plants, herbal medicine and health
- Willingness to develop within the team, open to change
- Attention to detail
- Persistent, resilient and determined
- Good team player
- Common sense and good judgement

Job Terms

Salary	Up to £20,000pa
Hours	37.5 h/week
Location	Hawkfield Business Park, Bristol, BS14 0BY, moving to The Herb House, Chocolate Factory, Cross Street/Somerdale Road, Keynsham, BS31 2AU in Spring 2018 Some degree of international travel will be required.
Holiday	24 days holiday (rising by 1 day for each complete year of service, up to 28 days) plus bank holidays
Benefits	Pukka tea to drink during working time. Pension, Range of staff welfare benefits (product allowance and discount, complementary health) Personal and professional development, free parking.