

## PERSON SPECIFICATION

### **Job Title: Buyer**

Our new Buyer will lead the acquisition of a range of complementary, sustainable, well-designed products (for store and web-shop) within a set budget and further develop Fair Trader as the 'go to' destination for ethical gifts. The successful applicant will be someone who is an excellent communicator who will build relationships with suppliers, further develop our retail space and make a significant contribution to increased profitability. In the absence of the Retail Manager, you will also be required to take responsibility for the store, manage staff and volunteers.

We are looking for someone who is passionate about fair and ethical trading, who is visually aware and design-led in all areas of work and who will also be involved in the receipt, processing and display of goods.

As the Buyer, your choices will have a fundamental impact on the quality and profitability of our offer. You will need to be self-motivated and also welcome working with the Retail Manager as part of a small, dynamic team.

### **Essential requirements**

The ability to:

- Communicate effectively with the Retail Manager and build a key role within the team
- Develop and maintain effective working relationships with suppliers and producers
- Effectively create and execute an annual Budget/Buying plan and meet sales targets
- Work without supervision, manage own workload, work under pressure and meet deadlines
- Create a beautiful, design-led space
- Carry out manual tasks including the handling of stock and processing of orders

Keen to:

- Promote the fair trade and sustainable ethos of Fair Trader at all times
- Be flexible and be prepared to work unsocial hours
- Be creative, enthusiastic, innovative and self-motivated
- Provide the highest standard of customer care
- Share information and skills with others
- Accept and learn from constructive criticism
- Assist with other areas of the business, and deputise for the Retail Manager

Proven experience of:

- Bricks and mortar and/or e-retailing

Knowledge:

- Retail sector – ethical and gift
- Literacy
- Numeracy and financial literacy
- IT

**Desirable requirements**

- Previous experience as a Buyer
- Previous experience within the giftware/homeware/lifestyle product sectors
- Previous experience in a design-led environment
- Creating or maintaining a Brand
- Degree in relevant discipline

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