

Job title: Buying Administration Co-ordinator

Department: Buying & Merchandising

Reporting Lines: Reports to the Director of Buying

Job Purpose

To manage and organise the buying administration function; working closely with the Buyers. The role requires line management and supervision of buying support team members.

Key Responsibilities

- Line management of buying support team members and allocation of daily and weekly tasks
- Managing price establishment lines
- FOB order processing and management of stock into the business
- Management of price changes communicating these to the shops and head office functions
- Management of relevant weekly departmental reports – both internal and information sent to suppliers
- Monitoring recovery of retro payments earned from suppliers
- Handling of internal and store communications
- Resolving invoice queries
- Updating and control of Open to Pay cash flow document
- Buying support tasks

Values

- Demonstrates the Company's values in behaviour.
- Seeks to build trust in relationships through these values.

Care Demonstrating care and respect towards customers, staff and other stakeholders.
Fairness Objectivity in dealing with others.
Enthusiasm Excited about our work and positive in approach.
Loyalty Commitment that works both ways
Honesty Truthfulness.
Outstanding Service Aiming for quality and excellence in all we do in relating to one another and to our stakeholders

Skills

1. Excellent organisational skills with the ability to multi -task and prioritise effectively.
2. Commercially aware with a well developed understanding of business processes.
3. Experienced in managing people, with an open and inclusive style whilst balancing this with the need and desire for the team to achieve and beat business targets.
4. Proven track record in delivering high quality administrative tasks



5. Excellent numeracy, accurate, and fully PC literate.
6. Excellent written and professional written and verbal communication skills with an ability to maintain calm under pressure.
7. A team player who is people/results orientated.

Competencies

1. mad about toys. Enthusiastic about the brand and our ranges.
2. Fun: Naturally outgoing and positive
3. **Proactive.** Quick to act and able to initiate enterprise within functional responsibility reflecting line manager's goals.
4. **Competitive.** Seeks to be the best and excel in their work. Focused on sales performance.
5. **Accountable.** Able to give account and take responsibility for actions, is open and non-defensive towards feedback.
6. **Flexible.** Is flexible to adopt his/her methods and judgments in light of change and new goals. Deals effectively with the unpredictable and uncertain.
7. **Thinking agility.** Assimilates data and explores options from different perspectives to make effective judgments.
8. **Implementation focus.** Delivers against agreed objectives, plans and deadlines. Personally committed to achieving targets.

