

Role: Purchasing Manager

Reporting to: Operations Manager

Primary Objectives

The Purchasing Manager is key to the success of our business. This well-respected role within our company builds strong relationships with all suppliers; plans, executes and finalises purchasing strategies for all product across categories; works closely with our Marketing and Operations Managers to take advantage of buying opportunities for day to day sales strategies as well as promotional activity.

The main role of our Purchasing Manager is to manage the supply of stock into our retail stores and warehouse. As a business, we take our retail customers seriously, we strive to always deliver on our promises and this falls into the remit of the purchase and supply of our stock.

Responsibilities

- Maintaining and strengthening ongoing relationships with existing suppliers including attending supplier meetings and negotiation of pricing of current and new products to ensure that we maintain market competitiveness at all times
- Maximising sales and profitability of our business through the development and implementation of a strategic buying plan
- Managing the product and purchasing team – consisting of a Product Analyst and two Buying Assistants
- Negotiating and maintaining purchasing contracts and terms
- Identifying new market opportunities and source products accordingly
- Monitoring stock levels across all locations and maintaining within budget
- Preparing and issuing purchase orders in accordance with company policy and negotiated terms
- Monitoring supplier orders to ensure stretch target rebates are achieved (if commercially viable)
- Assessing min/max levels for EOL and current products
- Working with our Marketing team on promotions and marketing projects
- Developing strategies to clear EOL product lines

Relationships and Roles

This role works closely with the Operations Manager, Warehouse Manager, Marketing Manager and Purchasing Team, as well as interacting with the Sales teams at store level.

To succeed in the role you must have:

- Strong merchandise buying experience in a similar retail environment – photographic or CE industry experience desirable
- Strong commercial acumen and ability to interpret and act on market trends
- Strong influencing and negotiation skills with both internal and external stakeholders
- Ability to build and establish strong relationships with key stakeholders and suppliers locally and also internationally
- Previous experience managing and developing a Purchasing/Buying team
- Innovative approach to buying and business in general to ensure the Purchasing team drives continuous improvement
- A keen eye for detail

What we can offer you

- Attractive remuneration package
- Staff discounts
- Work variety - the opportunity to work on multiple brands and strategic company projects
- An exciting career - as our business grows, so do the opportunities for our people.

Please email careers@digitalcamerawarehouse.com.au to apply.