



We currently have a vacancy for the following position:

**Purchasing and Stores Manager**

**RPM/03/23**

**THE ROLE:**

Responsible for all purchasing aspects of our Retail, Primal and Kettyle manufacturing sites, ensuring all products are readily available to meet customers demands. And the Moy Dry Goods Store, including all operations associated therewith.

- This role fulfils a key position within the supply chain team which operates on behalf of Linden Retail, Linden Primal and Kettyle Irish Foods.
- Responsible for management of the Purchasing Function and Moy Dry Goods Store.
- Responsible for overseeing the control of all materials categories, including ingredients, from a day-to-day basis ensuring stock availability at all times. Delegating categories out to the wider team.
- Ensure the reporting of any 'Stock Outs' is maintained in a timely manner to all relevant stakeholders. Root causing and implementing corrective actions to prevent a reoccurrence.
- Responsible for liaising with the supply base chairing monthly/quarterly review meetings
- Set and maintain stock levels as agreed with line manager.
- Set and maintain KPIs with Materials Controllers, holding monthly review meetings.
- Report on function spend monthly.
- Strive to add continuous improvement to the Supply Chain Function in whatever means brings benefit to the company and/or other team members.
- Where applicable work to source and secure materials at best sustainable commercials
- Attend all relevant meetings across the group, ensuring notes and actions are completed in a timely manner.
- Ensure all holidays are planned and covered to ensure function always runs efficiently.
- Ensure all product launches are managed in a timely and affective manner.

**ESSENTIAL REQUIREMENTS:**

- Previous Purchasing experience within an FMCG environment
- Ability to negotiate with other parties.
- Excellent communication skills both written and oral
- Excellent organizational skills and attention to detail in a busy fast paced environment
- Ability to stay calm and focused in difficult situations
- Able to work autonomously and take direction and feedback
- Flexible 'can do' attitude with a confident, friendly and approachable manner.
- Excellent time management skills

Experience with food packaging is desirable.

Application forms are available to download from: [www.lindenfoods.com/careers](http://www.lindenfoods.com/careers) or Available from the HR Office.

Closing Date: 5pm on Monday 20<sup>th</sup> March 2023

LINDEN FOODS LTD IS AN EQUAL OPPORTUNITIES EMPLOYER

We reserve the right to enhance criteria at shortlisting stage.

We will review CVs upon submission.