

## About us...



Lincolnshire Co-op, based in the historic city of Lincoln, is one of the most successful and progressive independent co-operatives in the country, with an annual turnover in excess of £300 million.

## Essential Information – what you need to know

### Job purpose:

- This role plays crucial role in the success of our retail operations by selecting and purchasing merchandise that aligns with our target market and business goals.
- You will be responsible for building and maintaining strong relationships with suppliers, negotiating terms, and ensuring a diverse and profitable product assortment.

### Your hours

- 37.5 hours per week.

### Your relationships:

- Suppliers – to negotiate contracts and terms & conditions.
- Collaborate with marketing, sales, and operations teams to ensure alignment on product strategies and promotional activities.
- Work with Finance to establish budgets and report on the outcomes.
- Colleagues within the wider food store teams
- Colleagues within the wider organisation which include Community, Membership, People Team, Health & Safety, Learning & Development, etc.
- Customers at all levels and partners from our local community groups

### What you'll bring to us:

- Proven experience as a Retail Buyer or in a similar role within the retail industry.
- Experience in a retail operations environment with an understanding of the supply chain is desirable.
- CIPS qualification is desirable.
- Experience of legal compliance and GSCOP regulations.
- An understanding of market trends.
- Strong negotiation and analytical skills.
- Excellent communication and interpersonal abilities with a strong ability to build relationships.
- A commercial mindset and the ability to draw insight from data and communicate findings in an engaging way.
- Experience in improving business performance and budget adherence.
- A flexible and resilient approach to work, with the ability to react quickly and deliver results.
- Proficient in using Microsoft Office and relevant industry software.
- Knowledge of Lincolnshire Co-op and of the Co-operative business model, demonstrating values that would support our Purpose.



**Providing and supporting**  
valued services



**Helping to grow the**  
local economy



**Caring for our**  
health and wellbeing



**Looking after**  
our local environment

Together we are...

Your Purpose – I will contribute to my team and the Society’s ongoing success in this role by...

<div>Your duties and responsibilities:</div>	<ul style="list-style-type: none"><li>- Placing orders for merchandise within your category range.</li><li>- Managing the sales, margin and ranges for each category and take responsibility for profit and loss.</li><li>- Developing and maintaining a well-balanced and appealing product assortment.</li><li>- Researching and analysing market trends, consumer preferences and competitor activities to identify opportunities for product selection.</li><li>- Regularly reviewing sales performance and customer feedback to adjust product offerings accordingly.</li><li>- Identifying, establishing and maintaining relationships with new suppliers, manufacturers, and distributors.</li><li>- Monitoring, understanding and intervening (where necessary) the on-shelf availability and waste statistics across the food business, understanding the causes for any deviations and suggesting measures to bring availability back to agreed targets.</li><li>- Negotiating pricing, terms, and delivery schedules to ensure the best possible conditions for the business while remaining competitive in the market.</li><li>- Analysing previous sales data to forecast demand and adjust inventory accordingly.</li><li>- Monitoring and adjusting pricing strategies based on market conditions, cost changes, and competitive analysis.</li><li>- Monitoring supplier performance, resolve issues, and evaluate supplier contracts regularly.</li><li>- Keeping informed about industry trends, customer preferences, and emerging products.</li></ul>
<div>Financial impact:</div>	<ul style="list-style-type: none"><li>- Up to £100m</li></ul>



### Together we are...

- **Helpful** – we'll look for ways to make a difference
- **Inspiring** – we'll help everyone be the best they can be
- **Trustworthy** – we can be relied on

**Your Approach** – how you will contribute to your team and the Society’s ongoing success in this role.

I will be helpful by:	<ul style="list-style-type: none"><li>- Responding positively to requests from colleagues and customers.</li><li>- Trying to get it right first time.</li><li>- Resolving customer complaints and take corrective action.</li><li>- Sharing my knowledge with my colleagues.</li><li>- Offering to help before being asked.</li><li>- Going above and beyond.</li><li>- Contributing to the team and its success.</li></ul>
I will inspire others by:	<ul style="list-style-type: none"><li>- Supporting and encouraging one another.</li><li>- Being a positive role model.</li><li>- Listening and learning from my colleagues and line manager.</li><li>- Building strong relationships with customers and colleagues.</li><li>- Suggesting new ideas and trying new things.</li><li>- Taking pride in my work and celebrating success.</li></ul>
I will be trustworthy by:	<ul style="list-style-type: none"><li>- Using good judgement in all situations.</li><li>- Being open and honest.</li><li>- Take responsibility for my work and delivering positive outcomes.</li><li>- Treating everyone fairly and with respect.</li><li>- Doing my best for each other and our communities.</li></ul>