

Job Description: Junior Buyer



Function:	Supply Management
Position:	Junior Buyer
Job holder:	...
Date (in job since):	n/a
Immediate manager (N+1 Job title and name):	Senior Category Manager
Additional reporting line to:	
Position location:	UK & Ireland

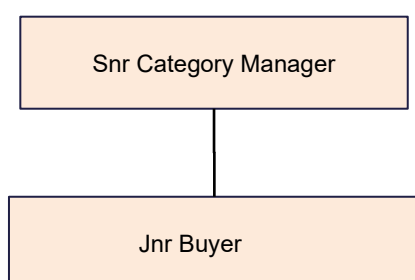
1. Purpose of the Job – State concisely the aim of the job.

- Work with both regional and global category teams along with the SES Platform to help develop and implement the UK Supply Management Category Strategies
- Play a key role in helping deliver the SES Category Management teams' financial targets by actively engaging in commercial discussions, negotiating supplier terms, and optimising costs to achieve financial targets.
- Ensure that the procurement of goods is aligned to the procurement policy

2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

UK & ROI spend	Assisting the wider team whilst gaining a broad product category knowledge as well as being responsible for driving SES Category initiatives
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3. Organization chart – Indicate schematically the position of the job within the organization. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Work with key strategic suppliers and distributors, leading and supporting commercial negotiations on pricing, terms, and contract agreements. Ensure procurement decisions align with financial objectives while maintaining strong supplier relationships.
- Responsible for creating key supplier contracts and ensuring products are available to the business
- Responsible for assisting category managers with income, aged debt and alignment of rebate volume Support wider category spend analysis for category managers and regional buying team
- Engage with global buying teams and the SES Platform to ensure all relevant data is shared
- Build a strong network within the Supply Management both at a regional and local level
- Work with key stakeholders across the UK&I Supply Management function

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

Supporting Category Management

- Manage and maintain key supplier framework agreements
- Identify & recommend savings and increased revenue opportunities (e.g. product swaps)
- Support the day-to-day management of SES Goods including:
 - i. Managing the SES products on the Product Database
 - ii. Tactical business support for goods requests and queries
 - iii. Optimise the product range
- Establish close relationship with the Supply Relationship and Business Partner teams
- Ensure good alignment and on boarding of the key stakeholders within the Food / FM platforms
- Help the wider department achieve the budgeted in year savings values
- Work with the Supplier Product & Data team to ensure all data held is accurate and up to date

Alignment with global contracts

- Work with global buying teams to mobilise contracts (suppliers, manufacturers and SKU's) for the UK&I region

Set up, initiate and maintain professional relationships with the regional supplier network in order to:

- Reinforce the image and the credibility of Sodexo
- Identify the technological developments and innovations from the supplier base

Work with Supply Management Finance to ensure robust reporting and management of Supply Management performance.

Improve profitability by optimizing agreements and alignment with global contracts

Commercial & Negotiation Responsibilities

- **Lead and support negotiations with suppliers** to secure the best pricing, contract terms, and value-added opportunities for the business.
- Conduct **cost and value analysis** to identify and drive savings and efficiency improvements.
- Work closely with category managers to develop **negotiation strategies**, ensuring alignment with financial and procurement goals.
- Monitor supplier performance and **renegotiate terms where necessary** to maintain quality, service, and commercial benefits.
- Support **rebate alignment discussions**, ensuring agreements reflect accurate and fair volume commitments.

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Be actively involved and support the Category Managers to develop the product category sourcing strategies across the SES team.
- Provide insight to Category Managers across product purchases.
- Maintain good quality product data within relevant systems
- Support the SES team to ensure contracts are up to date

Profile & Competencies

To be successful in this role it's **not** essential that you have previous Procurement or Supply Management experience, you will however need:

- Financial acumen and commercially savvy with a passion for achieving (and over achieving) results
- Excellent on Excel and proficient on MS Teams and MS office package with a keen eye for detail. Experience of Power BI would be favourable but not essential.
- Strategic, analytical and data mindset
- The ability to build trusting relationships and partnerships quickly
- Brilliant communication skills



- Confident speaking and presenting to a range of people across different cultures (suppliers, stakeholders, supply management colleagues)
- Ambitious and driven with a strong passion & desire to build a career in the procurement and supply management profession
- The ability to work efficiently, collaboratively and autonomously in a remote working environment managing your time well