



<b>Job Title</b>	Procurement Coordinator
<b>Department</b>	The Product Team
<b>Department Size</b>	13
<b>Reports to</b>	Merchandising Project Manager
<b>Direct Reports</b>	N/A
<b>Working hours and pattern</b>	Full-time, based onsite. 40 hours per week.
<b>Location of role</b>	Avalon Farm, BA22 7AE
<b>Will this role qualify for tronc or bonus?</b>	No

### **Purpose of this role**

The Procurement Coordinator supports the Merchandising Manager with forecasting, ordering, and maintaining stock control within the central warehouse. The role ensures that departments across the estate are accurately represented in stock forecasts and that products are ordered, tracked, and received in line with operational needs.

Day-to-day tasks include reviewing stock levels and movements, raising purchase orders, managing delivery schedules, and coordinating with suppliers and internal teams. The role involves gathering product usage forecasts from multiple departments, maintaining shelf-life information, and helping to minimise waste through proactive stock management and reporting.

### **Responsibilities**

- Manage Supplier relationships, including supplying POs and negotiating terms.
- Producing weekly stock movement reports.
- Working with Hospitality Team to forecast and manage stock across categories.
- Reviewing the order book and managing stock & deliveries according to rate of sale.
- Working with the goods in team and accounts team, to reconcile invoicing paperwork and request credit notes from suppliers where necessary.
- Monitoring of our delivery calendar to ensure all orders arrive in a timely manner, or are chased accordingly.
- Manage shelf-life information and minimise wastage.
- Ensuring that supplier and product information is regularly checked and kept up to date.
- Working with the operational team to assist in the smooth movement of goods in and stock movements.
- Assisting in the maintenance of the Range Plan by communicating any cost price changes to the Merchandising team.
- Setting up new products on internal systems.

### **Characteristics needed for this role**



<ul style="list-style-type: none"> <li>• Fantastic time management, with the ability to time block and distribute your time between multiple projects and focuses</li> <li>• Excellent people skills – the ability to work in harmony with other departments (finance, warehouse ops, buyers, producers)</li> </ul>
<b>Skills and experience needed for this role</b>
<ul style="list-style-type: none"> <li>• Proficient Excel knowledge (experience with conditional formatting, IF functions, X/VLOOKUPs is essential)</li> <li>• A good understanding of financial processes, including purchase orders, sales orders, and invoicing.</li> <li>• Experience within a retail, procurement or merchandising team dealing with consumer products</li> <li>• Commercial awareness of product value, market positioning, and competitor landscape.</li> </ul>
<b>Skills and experience desired for this role</b>
<ul style="list-style-type: none"> <li>• Previous experience with Sage X3</li> <li>• Experience managing supplier relationships and conducting negotiations.</li> <li>• Understanding of warehouse operations and goods-in procedures.</li> <li>• Interested in product and driven by desire for The Newt to be the best in class</li> <li>• Passion for The Newt's values and mission, including farm-to-fork practices and sustainable sourcing.</li> </ul>
<b>Qualifications needed for this role</b>
No formal qualifications required
<b>Qualifications desired for this role</b>
NA
<b>Department Description</b>
<p>The Product Team oversees all product-related activity across the estate, including retail (on-site and online), hospitality, events, and wholesale. Within this, the Merchandising Team manages stock control for food, drink, packaging, and consumables.</p> <p>The team's goal is to ensure products reflect The Newt's core values: seasonality, local sourcing, and exceptional quality. By working collaboratively with internal departments and producers, the team supports operations across the estate while minimising waste and ensuring full visibility of stock availability from our central warehouse.</p>