



Purchasing Assistant

Hours: 4-day week (Monday, Tuesday, Wednesday and Friday) **Location:** Llanrwst (HQ)

About Blas ar Fwyd

Blas ar Fwyd is a busy, friendly and fast-moving Welsh food and drink wholesaler, supplying trade and public customers across Wales and beyond.

We're looking for an organised and detail-focused **Purchasing Assistant** to support our purchasing and stock management, working closely with Welsh food and drink producers, the warehouse and our Customer Service team.

The role

We are looking for a **Purchasing Assistant** to play a key role in maintaining stock availability and supporting the smooth flow of products through the business.

This is a hands-on, office-based role at our Llanrwst HQ, suited to someone who enjoys working with producers, managing short shelf-life goods, and keeping purchasing accurate, timely and well-communicated.

The successful candidate will be organised, methodical and confident managing multiple priorities in a fast-moving environment.

Key responsibilities

- Maintaining stock availability across the range, ensuring continuity of supply and minimising out-of-stocks
- Raising purchase orders through the PO system and ensuring they can be fulfilled in line with agreed dates, quantities and prices
- Liaising directly with Welsh food and drink producers to manage ordering, deliveries and day-to-day queries
- Managing the purchasing of short shelf-life products, including dairy, fresh deli items and customer pre-orders
- Monitoring deliveries and resolving discrepancies, working closely with producers and the warehouse
- Keeping clear, open lines of communication with the Warehouse and Customer Service teams regarding stock status and availability
- Managing purchasing from 50-80 producers and maintaining accurate records



- Assist in implementing and managing producer price changes accurately and in a timely manner
- Supporting other teams across the business as required, particularly during busy periods for other teams.

About you

- Excellent with numbers, for reviewing stock & sales data and supplier pricing
- Previous experience in a purchasing or buying role (experience from other industries welcomed)
- Experience of working with short shelf-life goods
- Strong organisational skills with excellent attention to detail
- Clear and confident communicator, able to build good working relationships with producers and internal teams
- Confident using IT system, such as our ERP system

What we offer

- A varied, practical role with real responsibility
- Close working relationships with Welsh food and drink producers
- A supportive, down-to-earth team environment
- Opportunity to grow with a Welsh food business that values doing things properly

Benefits

- Free lunch
- Employee discount

Hours and working pattern

- **4-day week**, working **Monday, Tuesday, Wednesday and Friday**
- Office-based role at our Llanrwst HQ

This job description serves to illustrate the scope and responsibilities of the role and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business.