



Save time.
Sell more.

Job Title: Buying Assistant, Trading Team

Location: Full-Time Office Based

About OTL

OTL is a leading player in the fast-moving consumer goods (FMCG) sector, dedicated to providing high-quality products that enhance the everyday lives of our customers. With a strong commitment to innovation and excellence, OTL is constantly evolving to meet the changing needs of the market. We are now seeking a proactive and detail-oriented Buying Assistant to join our dynamic Trading Team.

Job Description

As a Buying Assistant at OTL, you will play a crucial role in supporting our buyers in developing, launching, and managing our diverse product range. This is an excellent opportunity for someone with a keen interest in the FMCG industry and a desire to grow within a fast-paced environment.

Key Responsibilities

- **Product Range Development:** Assist in the research and development of new products, ensuring they meet market trends and customer needs.
- **Supplier Management:** Maintain and develop relationships with existing suppliers and assist in sourcing new suppliers to ensure a robust and competitive supply chain.
- **Market Analysis:** Conduct market research and analysis to support buying decisions, including competitor analysis and identifying new market opportunities.
- **Promotional Activities:** Support the implementation of promotional activities and new product launches, working closely with the marketing and sales teams.
- **Data Management:** Maintain accurate records of product specifications, pricing, and supplier agreements.
- **Administrative Support:** Provide general administrative support to the buying team, including scheduling meetings, preparing reports, and managing communications.

Key Skills and Qualifications

- **Education:** A degree in Business, Marketing, Supply Chain Management, or a related field.
- **Experience:** Previous experience in a buying, merchandising, or supply chain role within the FMCG sector is desirable.
- **Skills:**
 - Strong analytical and research skills.
 - Excellent organizational and time-management abilities.
 - Proficient in Microsoft Office Suite (Excel, Word, PowerPoint).
 - Strong communication and interpersonal skills.
 - Ability to work effectively in a team-oriented environment.
 - Attention to detail and a proactive approach to problem-solving.

What We Offer

- Competitive salary and benefits package.
- Opportunities for professional growth and development.
- A supportive and collaborative team environment.

To apply please email kate.smalley@otltd.co.uk