

## Buying Apprentice / Admin-

### About us

Early Years Resources is a market-leading educational resources company serving primary schools, nursery schools, day care providers, teachers, childminders and parents internationally since 1992.

At Early Years Resources, we have been growing rapidly and now we are looking to expand our buying team.

We have an exciting opportunity for a Buying Admin to join the EYR family

Working within a small team means a higher quality of training where we take into consideration how you like to learn. At EYR we are a collaborative business, and you will gain experience and insight across many of our internal departments.

### Responsibilities:

- Conduct market comp shops to inform the team
- Assistant with the product creation process including ecommerce merchandising
- Photography assistance with support from the Assistant Buyer
- NPI form management with support from the Assistant Buyer
- Awareness of the critical path to ensure new products progress.
- Review weekly market changes to present in trade meetings
- Ensure costings and price changes are updated correctly
- Maintain excellent working relationships with internal departments
- Attend key UK trade shows

### Requirements:

- Previous experience in a buying or merchandising role is a plus
- Knowledge of supply chain systems and processes

### We would love to see:

- Team player with a "can do" attitude
- An organised individual with an excellent attention to detail
- Ability to multi-task
- Results driven
- Confident communicator, both verbally and written
- Someone who is keen to develop their career in buying

### Benefits:

- Additional leave
- Casual dress
- Company events
- Company pension
- Employee discount
- Free parking
- On-site parking

Key info:

- 8 hour shift
- Monday to Friday
- No weekends
- Work Location: In person