
Company: Willows Ingredients Ltd

Location: Elmwood Court, Springwood Close, Tytherington Business Park, Macclesfield

Website: www.willowsingredients.com

Job Type: Full-time

Job Description

Willows Ingredients was started in 2007 and is now a hugely successful distribution business. We are a distributor of raw materials for food/feed including Sports Nutrition, Animal Nutrition, Supplements and Collagen. Willows Ingredients provides first-class customer service, and we are successful because of our dedicated employees, impeccable reputation, and extensive experience.

With our Head Office based in Ireland, Willows Ingredients also have offices in the UK, Europe, and China.

At Willows Ingredients, we thrive on teamwork, respect, a can-do attitude, and continuous improvement. We believe in working together to overcome challenges, supporting each other every step of the way and creating a friendly and inclusive environment. Every employee is valued, and everyone's contribution is appreciated as we work towards our shared goals.

We currently have an opportunity for a motivated, ambitious Buyer to join our Purchasing team.

Key Responsibilities

The Buyer will be responsible for daily pricings and purchases for local, air and sea shipment ensuring uninterrupted supply. Supporting the Purchasing Manager in sourcing, negotiating, and executing raw material purchases (for all local, air and sea freights), managing landed costs. Maintaining market prices report. The Buyer will also supervise the Purchasing Administrator, maintain supplier-SKU matrices (including risk identification), manage monthly purchase reports for both Willows Ingredients and Main Line, and ensure compliance with documentation requirements for product delivery. This role requires high levels of collaboration, with internal departments as well as analytical thinking, and proactive supplier management.

Management

- Supervise and guide the Purchasing Administrator, ensuring sampling, CoA checks, and label requests are handled in a timely and prioritised manner based on department needs.

Sourcing Product

- Obtain and compare quotations for ingredients including freight
- Complete multi-supplier RFQs
- Negotiate prices, Incoterms and payment terms

Purchase Orders

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- Raise and release POs in Sage 200
 - Ensure accurate landed-cost elements (product, freight, duty)
 - Generate and maintain monthly purchasing reports for both Willows Ingredients and Main Line, analysing key trends in pricing, freight, and supplier performance to inform purchasing decisions.

Local, Air and Sea Freights

- Quick action on local purchases
- Understand and calculate the Air Freights using all relevant components.
- Organise sea shipments again with all the relevant costs and varying factors taken into consideration.

Supplier Performance Data

- Maintain a record of supplier performance via pricing, lead-times
- Support onboarding of new suppliers and SKUs by collecting and uploading product and supplier data into Sage in line with internal policy and quality standard

Stock Inventory

- Work with Sales team and to identify stock required and forward planning
- Understand and monitor stock levels to inform order process
- Expediate or defer shipments as required by the business

Process & Compliance

- Adhere to food safety documentation requirements.
- Support Quality in gathering CoAs, Labels, Specs and allergen statements.

Continuous Improvement

- Contribute to SOP reviews and review processes suggesting enhancements where identified.

Person specification

- 3+ years in purchasing or supply-chain within food, pharma, nutraceutical, chemical or similar regulated sector.
- Proven experience in negotiating raw material air freight prices and placing international POs.
- ERP competence (such as Sage 200) and strong Excel skills
- Commercial numeracy, able to calculate landed cost, foreign exchange impact and margin
- Confident, competent communicator who can liaise with suppliers and internal heads of departments including customs, shipping and quality.
- Results-driven, owns problems to resolution flagging any risks early on.
- Upholds all approval and safety standards
- Eager to learn – curious – ability to improve the process.

Benefits

- Competitive salary dependant on experience
- Hybrid Working – 2 days per week working from home following 6 months probationary period.
- Employee Assistance Programme
- Individual Health Insurance following 6 months' probation period.
- 25 days annual leave
- All Public Holidays
- Training relevant to the role
- Onsite parking
- Statutory Pension

To Apply

If you are interested, please submit your CV together with our cover letter to dflynn@willowsingredients.ie. If you have any questions regarding the role, please also contact Darerca Flynn as per email address.