**Category Manager Assistant - F&V**

Reporting to Category Manager - Zdenek Honsa

Europe's leading online grocery delivery service. Using technology to deliver weekly shopping (17 000 SKUs) in less than three hours in 15 minute time slots, saving our customers time and giving them freedom and flexibility.

The world needs a better food system, one that is more sustainable, more inclusive and which brings healthier and more personalised food to all. Rohlik Group is leading this change. In every city we carefully select the best quality and freshest local produce to save our customers time; from butchers to bakery, and fresh produce directly from farmers via our unique Farm-to-Door program. We carry all the favourite brands, plus a range of affordable own-label products, so our customers don’t miss out on what they love.

Today we have 850,000+ customers in major European cities from Milan to Vienna and beyond. Last year we delivered more than 8 million orders.

**Role Overview**

Assistant buyer is a person who is „a right hand“ of Category manager and who is responsible for administration processes of category. This person takes care of the daily agenda that is very necessary for a smooth administrative operation of the category.

The main part of your work will be communication across our company with other departments and solving administration and daily matters. You will also be in contact with our suppliers and help them with administration and will be for them as a friend on the phone who can help them with our needs. Part of your job will be also preparing materials for business meetings for your category manager.

**What we expect from you**

* As a Purchasing Assistant, you will support the smooth running of the purchasing department
* You will need to have knowledge of both the individual product categories that will fall under you and the various processes involved
* Just like catwegory manager, you will understand the customer structure of Rohlik, understand the competition and the range construction
* you must know the whole process from supplier, through receipt, picking, delivery to customer and use of the product, you will be in contact with our warehouse and suppliers very often
* you will help us to optimise the whole chain and provide a competitive advantage for Rohlik

**What we look for**

● Good Communicator

● Knowledge of EXCEL and Powerpoint

● Person who is careful and accurate

● Moderately advanced English

● Person who does not have a problem occasionally pick up the phone after working hours

**KPI’s typical for the position**

● Customer penetration

● Margin

● Inventory turnover (GMROII)

**What we offer**

* Your work will have a direct impact on the company's results
* We will implement your good ideas almost immediately – not waiting for the approval of the headquarters somewhere in the world
* You will not be bound by corporate processes
* Your work has to be innovative and meaningful, we do not want to follow trends, but set them
* Last but not least, we mainly offer a fair reward and the possibility of professional growth and education, also a great bunch of people around and a legendary company events

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