**Category Management Assistant**

Reporting to Manager of Category Non Food

Founded in 2014 in the Czech Republic, Rohlik is the European leader of e-grocery in Central Europe. Already active in the Czech Republic ([Rohlik.cz](http://rohlik.cz/)), Hungary ([Kifli.hu](http://kifli.hu/)) and Austria ([Gurkerl.at](http://gurkerl.at/)) and Germany (Knuspr.de), the company will be launching in the coming months in Romania, Italy and Spain under the Sezamo brand. By owning its end-to-end operations, including all technology in-house, Rohlik provides a superior customer experience and the freshest food from local farmers and artisans, as well as a broad supermarket selection.

**Role Overview**

The Purchasing Assistant provides support for the smooth running of the purchasing department. It is necessary to know both the individual assortment categories that fall under the assistants and the individual related processes. Like the buyer, he must understand the structure of Rohlík, orient himself/herself in the competition and in the construction of the assortment. At the same time, he needs to understand the whole process from the supplier, through receipt, pickup, customer and product delivery, to help optimize the entire chain and ensure a competitive advantage for Rohlík.

**What we expect from you**

You will be in charge of

**Range of goods, Sortiment**

* Knowledge of the assortment in terms of quality, breadth, pricing and customer needs
* Checking and correcting the correctness of stocking, shrinkage, LM and margins
* Tracking trends and competition and possible quick listings
* Regular product review - active sharing of your knowledge with the buyer

**Pricing**

* Import of supplier and purchase prices, both current and promotional
* Monitoring price comparisons and rounding rules
* Assists the buyer in planning promotional activities and promotional sales with regard to availability, inventory optimization and securing the volume at the supplier

**Suppliers**

* Helps plan shipment logistics, item listing. He is co-responsible for putting the right information on the web, checking photos and keywords
* He represents the company and behaves in accordance with Rohlík's values

**Cooperation**

* It cooperates across departments, especially with marketing, supply chain, listing, finance and warehousing
* He is open to new ideas and actively seeks opportunities to simplify and automate work

**What we look for**

* interest in the Rohlík sortiment and development
* ability to work with data - excel control - slightly advanced level (or provide training)
* advanced communication skills
* striving to improve
* Recruit with the potential to be a buyer

**KPI’s typical for the position** (please fill)

* Co-responsibility at KPI’s assigned individual buyers = turnover and margins of entrusted categories

**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

****