

Fresh Produce Sales & Procurement Assistant

Evesham, WR11 1GS. UK

Role: Sales & Procurement Assistant – Evesham Office

Closing date: 28th March 2025

Employment type: 15 Week Placement (Circa June 25 to October 25)

Hours per week: Monday to Friday 7am – 4pm and two Saturday am work periods in the 15 week placement.

Salary: £23,000 (pro rata) + Accommodation

Job Description

As a Sales and Procurement Assistant, you will work across both the procurement and sales teams at our Evesham depot, playing a crucial role in managing client and supplier relationships to ensure supply continuity, drive customer satisfaction, and drive business growth. This is a fantastic opportunity for an individual with excellent communication and organisational skills to thrive in a fast-paced and challenging environment.

Job Role

Procurement Responsibilities:

- Manage inventory levels to ensure efficient procurement and availability of products for orders, taking into account shelf-life and demand patterns.
- Accurately maintain and update procurement systems and databases with relevant information such as supplier details, order quantities, delivery schedules, product specifications, and pricing.
- Collaborate with internal stakeholders to identify and assess procurement needs, develop sourcing strategies, and select suppliers that meet quality, cost, and delivery requirements.
- Monitor supplier performance, conduct regular evaluations, and negotiate favourable terms and contracts to optimise value and mitigate risks.
- Foster strong relationships with suppliers, seeking continuous improvement, and exploring potential partnerships or alternative sourcing options.
- Proactively address discrepancies or changes in deliveries, communicating and coordinating with relevant teams to minimise operational disruptions.
- Analyse procurement data and generate reports to support decision-making, identify cost-saving opportunities, and optimise procurement strategies.
- Attend industry events to enhance knowledge and build professional relationships.

Sales Responsibilities:

- Build and maintain strong relationships with new and existing customers, serving as their primary point of contact.
- Understand client needs and expectations to provide exceptional service at all times.
- Proactively identify opportunities to upsell or cross-sell additional products to customers.
- Collaborate with internal teams to ensure timely and accurate delivery of orders.

- Address and resolve client concerns or issues promptly, ensuring high levels of customer satisfaction.
- Monitor and manage client accounts to ensure timely payment of invoices.
- Proactively follow up on overdue payments and implement necessary actions to resolve outstanding debts.
- Collaborate with the finance department to provide accurate and up-to-date information on outstanding debts.
- Maintain open lines of communication with clients regarding payment terms and credit limits.
- Identify and pursue new business opportunities to expand our customer base.
- Conduct market research to stay informed about industry trends, competitors, and emerging opportunities.
- Attend industry events to enhance knowledge and build professional relationships.

Key Requirements

- Strong IT, organisational and communication skills.
- Attention to detail and ability to handle multiple tasks simultaneously.
- Ability to build and maintain strong supplier relationships.
- Proactive problem-solving skills.
- Flexibility to adapt to changing priorities and handle unexpected situations.

How to Apply for Our Internship at Nationwide Produce

We're excited that you're interested in joining the Nationwide Produce Group as an intern! The application process is simple:

1. **Submit Your Application:** Send us your CV along with a covering letter to placement@nationwideproduce.com. In your letter, tell us a bit about yourself and explain why you're interested in working at Nationwide Produce.

What Happens Next?

- **Application Review:** Our HR team and the hiring manager will carefully review your application. Keep an eye on your inbox, as we'll be in touch soon.

The Recruitment Process:

- **Step 1: 'About You' Call**
This is an informal chat to get to know you better.
- **Step 2: 1st Interview**
Here, we'll give you more details about Nationwide Produce, the internship role, and learn more about your interests and aspirations.
- **Step 3: 2nd Interview**
A deeper conversation to ensure we're a great fit for each other.
- **Final Step: The Offer**
If successful, you'll receive a phone call with an offer for the internship, followed by an official offer letter with all the details.

Good luck, and we look forward to hearing from you!

Keeping up to Date

Don't forget to follow us on our social platform for **daily insights** into fresh produce, seasonal updates, and all things Nationwide Produce!

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