



## **Now Recruiting - Locavore Trading Coordinator**

**Start Date:** January 2019

**Duration:** ongoing

**Hours:** 35h (full-time) Monday-Friday.

**Rate of Pay:** £9.50h, staff discount at a number of locations; and a 3% employer contribution pension.

**Location:** Our office at 349 Victoria Road, Glasgow. There may be occasional UK travel with visits to customers/potential customers.

### **About Us:**

We're a not-for-private-profit social enterprise food business which wants to help build more sustainable local food systems which are better for society and our environment.

We currently run a grocery store at 349 Victoria Road on the Southside of Glasgow, grow fruit and vegetables across three sites in and around Glasgow and provide veg boxes to over over 800 households per week. We also supply wholesale organic groceries to progressive retailers around the UK and deliver some local produce to other shops, cafes and restaurants.

Our projects include helping new growers get started through our Grow the Growers programme and helping those facing food poverty through our Good Food Fund.

### **Find out more:**

[www.glasgowlocavore.org](http://www.glasgowlocavore.org)

[www.facebook.com/GlasgowLocavore](https://www.facebook.com/GlasgowLocavore)

[www.locavoretrading.org](http://www.locavoretrading.org)

## **About Locavore Trading:**

Locavore Trading started in January 2018 after we acquired Healthy Oils, an established wholesaler which had been operating since 2003. We supply a wide range of organic foods to independent retailers and caterers with around 90 customer throughout the UK.

We want to create and support short, fair and sustainable supply chains that benefit producers while helping to give independent businesses the edge to compete with supermarkets and big businesses.

We do this through focusing our core offer on affordable, good value products and by:

- Distributing foods sourced directly from organic producers using their own brand.
- Being a wholesaler for other brands such as Equal Exchange, Bio-D, Yogi Tea, Karma Cola and Almighty Foods.
- Developing our own branded organic foods.

## **About the post:**

The post holder will join a year into the launch of the service at a time when we are looking to develop and expand considerably. You will be the only member of the team but will work closely with our Support team on development aspects of the role as well as our warehouse on a daily basis.

The post will be predominately administrative with key daily tasks including:

- Taking and processing orders by phone and email.
- Managing stock levels and placing orders.
- Coordination inbound/outbound deliveries with the warehouse and hauliers.
- Assisting customers with queries.
- Managing accounts.

Other tasks will include:

- Development of new product lines.
- Writing copy for newsletters, website and brochures.
- Activities to increase sales including email/phone contact and visits to customers and potential customers.
- Support sales of Trading lines within our own shop.
- Assist with other tasks as required.

There will be opportunities for the role to be developed and shaped depending on the particular skills of the post holder.

**Required Criteria:**

- Good written and verbal communication skills
- A good grasp of Excel and a high standard of general IT skills.
- An interest in organic food and the aims of Locavore.
- Able to work well on own initiative.

**Desirable criteria wish list:**

- An advanced level of competence in Excel.
- Other IT skills such as Python or Adobe suit.
- Experience of face to face sales or product promotion.
- Experience developing new products or services.
- Experience of a similar role, related sector or comparable organisation.

**How to apply:**

The closing date is 8am on Tuesday the 4<sup>th</sup> of December.

Please submit a CV (maximum 2 pages) along with a one page cover letter outlining why you want to work with us and what you think you could bring to the team in terms of experience, skills and ideas.

Applications should be by email to [recruitment@glasgowlocavore.org](mailto:recruitment@glasgowlocavore.org) and the subject heading should be 'Application – Trading Coordinator'.

Thanks for your interest!