

About us:

Dynamic Vines is the UK's leading and first importer of premium biodynamic and organic wines. We work with winemakers who produce outstanding wines using sustainable practices in the vineyard and minimal intervention in the cellar. They produce wines with a sense of place and that speak to where they come from. We have developed lasting, trusted relationships with the over 60 producers who we exclusively import into the UK. With a focus on European wines, we work with well-established producers such as Emidio Pepe, Nicholas Joy, Chateau le Puy and Radikon alongside impressive newer winemakers like Sicus, Divella, Clos Larrouyat and Ludovic Engelvin.

Statement of Work:

Dynamic Vines is hiring a Purchasing Assistant to join our growing London-based team. Based out of our offices and warehouse in Bermondsey's Spa Terminus, the successful candidate will take a leading role in developing and running our Purchasing Department.

Terms of Reference:

Systems development (focus for the first 15 working days)

1. Lead on conducting an audit of the current approach to purchasing (5 days level of effort);
2. Work with management to propose improvements to purchasing processes, systems and approaches (5 days level of effort);
3. Agree proposed changes in processes, systems and approaches with management and lead the development of an implementation plan (5 days level of effort).

Purchasing management (initial period and 80 percent level of effort thereafter)

1. In close collaboration with management, establish weekly and monthly purchasing priorities;
2. Purchase wine from our suppliers in line with company processes and systems, and in line with clearly articulated priorities;
3. Positively manage relationships with wine producers, constructively and collaboratively.

Office and warehouse support (20 percent level of effort)

1. Working with other members of the team to support on daily responsibilities on an as needed basis.

Skills and competencies (required):

1. A clear, effective communicator with written and verbal fluency in English AND French;
2. Experience with database management and manipulation;
3. Strong general IT skills (MS Office suite);

4. Experience in and passion for sustainably and sensitively-made wine;
5. A team player who is empathetic, has a positive disposition who supports their colleagues;
6. A desire to contribute across the company;
7. An approach to getting things done quickly and to a high level of quality;
8. A desire to work with a values-driven organisation.

Terms of employment:

1. We are open to applicants seeking part and full time employment.
2. Remuneration will be in the range of (full time equivalent) £27,000-30,000 per annum, depending on skills and experience.

Benefits and culture:

1. The successful candidate will be entitled to 28 days of annual leave per year (including 8 bank holidays and a seasonal closure for two weeks over Christmas/New Year's).
2. We have a strong and positive company culture. Colleagues support each other and help each other learn.
3. The company provides for paid lunches, cooked by ourselves in our professional-standard kitchen, and excellent coffee.
4. You will be able to benefit from structured and semi-structured wine tastings as well as at least one international tasting trip per year.
5. The company is supportive of continued learning, including potential financial support for activities such as technical training, MS or WSET qualifications.

To apply:

Interested applicants should send their CV and a covering letter to info@dynamicvines.com citing in the subject line "**Purchasing Assistant (R-01-19)**". All applicants must have right to work in the European Union / UK.

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