



BUYING MANAGER

JUNE 2026

ABOUT US

Since 2012 Choosing Keeping has been selling specialised stationery and gifts from around the world. This is an exciting and rare opportunity to lead what is at the heart of our business, a complex and ambitious original buying programme beloved by our customers. We are looking for someone who values and understands working in a small business, confident in a leadership role, while also developing their own skills in a learning mindset.

THE ROLE

The Buying Manager is responsible for the commercial and operational running of the buying department, working closely with the business owner. The right person will need a solid business competency as a base, but moreover a significant drive, passion for product and organisation. You will be working within a tight-knit team, thriving on proactive, friendly and assertive communication, with high standards of performance.

We'll be reviewing all applications by 15/06/26. After that, we'll be in touch with shortlisted candidates to arrange an interview. In the case of a high number of applications, we aren't always able to provide a personal reply and apologise for any disappointment this may cause. Any questions please send to HR@choosingkeeping.com. To apply please use this google form Or visit choosingkeeping.com/pages/jobs

SUMMARY

Job Title: Buying Manager

Reports to: Creative Director

Line manages: Buyer, Japanese Relations Coordinator, Junior Buying / Administrative Support

Location: On-site (21 Tower Street & SW8 Warehouse). Please note this is a fully site-based role due to the hands-on nature of managing physical stock, shop coordination, and supplier deliveries.

Salary: £42,000 – £45,000 per annum, dependent on experience.

Availability: Full-time, Monday to Friday, with weekend or out-of-hours support required during peak trading periods and buying trips.

RESPONSIBILITIES

Commercial buying and stock management

- Analyse product performance from sales reports to design an effective buying programme,
- building an ordering schedule and volume responding to forecasts, lead times, seasonality and operational capacity
- Oversee and control pricing and weighted margins across the range
- Conduct stock analysis for inventory optimisation
- Manage supplier payments via payment systems and maintain timely and accurate departmental bookkeeping



- Read and interpret the departmental P&L to contribute to commercial strategy, and liaise with accountants, manager and owner on financial reporting.

Own-label and bespoke production

- Develop own-label and bespoke ranges in collaboration with the Creative Director
- Brief factories and manufacturers on specifications, materials, finishes and packaging
- Coordinate production timelines from first brief to landed delivery

Supplier relationships

- Develop new supplier relationships in line with the creative direction of the business
- Nurture and maintain long-term supplier relationships with a personal touch
- Communicate supplier knowledge (provenance, materials, craft), ensuring the selling, e-commerce, and marketing teams have what they need to sell with confidence
- Handle quality control issues, damages and disputes with suppliers with tact and practical outcomes
- Maintain organised supplier records of samples, pricing histories, specifications and correspondence
- Attend trade fairs and supplier visits and stay on top of product trends and industry news

Seasonal planning and launches

- Plan, develop and build a rich schedule of seasonal buying for the year
- Coordinate all moving parts – samples, stock, photography, copy, merchandising with the e-commerce, marketing and shop and visual merchandising teams – to ensure launches land on time

Department and team management

- Manage the buying team's workload and administrative standards: purchase orders, SKU records, pricing, supplier confirmations
- Recruit, train, support and develop junior members of the team
- Carry out appraisals, manage probation periods, and handle performance and escalations with HR support

SKILLS AND EXPERIENCE

- Minimum 3+ years in a buying role, ideally in a homewares adjacent industry.
- Retail language and metrics. A confident working understanding of VAT, duty, margins, sell-through rates and the other terms and metrics that constitute the everyday language of buying.
- Customs and shipping compliance. A solid understanding of customs and shipping requirements across the UK, EU and USA, including the ability to prepare and review shipping documentation for compliant and efficient international logistics.
- Commercial documentation. Confidence in drafting and reading purchase orders, invoices and customs documents to a high degree of accuracy and detail.
- Technology. Prior experience of retail software and reporting tools is expected, along with competence in spreadsheets. We embrace AI and translation software where they are useful, used with care and good judgement. Good digital habits – security, file management, troubleshooting.