



Job title:	Placement Student - Purchasing Assistant	Date:	July 2025 – July 2026
Hours / Days:	Monday to Friday	9.00am - 5.30pm / 8.30am – 5.00pm	37.5 hours per week
Length of Contract:	52 weeks		
Place of Work	Station Road, Framlingham, Suffolk IP13 9EE (no accommodation included)		
Company Description:	Based in the beautiful market town of Framlingham Suffolk, Fram Farmers is one of the UK’s largest farmer-owned input purchasing and crop marketing groups for professional arable and livestock farmers. We exist solely to serve and represent our significant membership base, our goal being to provide them with an unequalled service, together with the very best value for money for the purchasing and crop marketing activities which we undertake on their behalf.		

Are you considering a career in agricultural procurement? Do you want to gain experience in a customer service environment? Are you enthusiastic about farming and eager to learn more about the agricultural industry supply chain?

If you are a confident communicator, highly organised, detail-oriented, and proficient in IT, this opportunity is for you.

This role offers variety and the chance to develop your procurement skills across different product areas within the business, including seed, fertiliser, crop protection, machinery, fuel, and building materials.

As a purchasing assistant, your role will be dynamic and varied, offering learning opportunities including but not limited to:

- Gaining an overview of the purchasing process
- Understanding the importance of member service/relationships, handling member queries, and updating them on new or alternative products
- Developing negotiation skills and supplier management, supporting our buyers in maintaining supplier relationships to enhance value for our members
- Efficiently managing problems and complaints.
- Maintaining accurate records of transactions with suppliers, member orders, and meetings, ensuring the member ordering process from initial inquiry to final invoice is timely.

You will use skills such as Microsoft Office (Word, Excel, Outlook), our bespoke Business Central ordering system, and enhance your communication and problem-solving abilities.

Our culture provides a seamless transition from university to an office environment.

How to apply:

Email sarah.snell@framfarmers.co.uk with a cover letter explaining why this placement interests you.

For questions or more information, contact Sarah Snell, HR Manager, at 07813 008224, or visit us in Framlingham for a chat!

Closing date for applications: December 2024