



**PENHA  
WANTS TO  
MEET YOU**

## **ASSISTANT BUYER** at Penha Headquarters

### **Job Responsibilities:**

- Manage and place accurate stock orders on time.
- Analyze sales trends to forecast and replenish products.
- Research suppliers, products, and market trends.
- Build and maintain strong supplier relationships.
- Prepare supplier sales reports and track purchases vs. budget.
- Monitor orders to ensure timely in-store delivery.

### **Job Requirements:**

- Strong analytical and math skills with high attention to detail.
- Proficient in Excel; able to work under pressure and meet deadlines.
- Flexible, professional, and adaptable to change.
- Strong communication skills in English (Spanish/Dutch a plus).

To apply please send your CV in English to [penha-recruitment@jlpenha.com](mailto:penha-recruitment@jlpenha.com)