

Buying Assistant – Based in London with travel to Luton

Permanent Full Time Contract

About the Coterie Group

Coterie Group is a leader in fine wine and innovation. The Group comprises several leading businesses in the wine sector including: merchants **Lay & Wheeler** (www.laywheeler.com) and **Hallgarten & Novum Wines** (www.hnwines.co.uk), wine merchant **Links Concept Family Wine Merchants** (www.linksconcept.com), wine lending platform **Jera Wine** (www.jerawine.com) and the state-of-the-art **Coterie Vaults** storage facility (www.coterievaults.com), wine trading merchant **Lay & Wheeler Trading** (www.laywheelertrading.com) and superyacht sector supplier Global Wine Solutions (www.globalwinesolutions.com). **Coterie Group** aims to build a unique, market-leading fine wine group that meets the needs of stakeholders by delivering best-in-class service through the best people, most efficient processes, and advanced technology, linked together through one ecosystem. With a customer-centric approach, **Coterie Group** is redefining how wine enthusiasts buy, sell, and manage their collections. For more information, please visit: www.coterieholdings.com

Main Purpose

This Group role supports the Buying team **across the Coterie businesses (including both Hallgarten and Lay & Wheeler)** with a professional approach to supplier and product data across business units, their sales channels and product portfolios

The remit covers the global requirements which will expand and evolve over time. These roles are pivotal to our operating model, with the creation of an intelligence centre across the portfolio structures, delivering portfolio management and category expertise. A high level of analysis, reporting, accuracy and category knowledge will be key to success.

Hallgarten is one of the UK's leading wine specialists, working with many of the UK's top On and Off Trade businesses. Our award-winning portfolio has over 1,600 wines from every corner of the wine-making world and is at the core of our success. Lay & Wheeler was established in 1854, Lay & Wheeler is one of England's oldest fine wine merchants, specialising in Bordeaux, Burgundy, Rhône, Loire, South Africa and Italy. Through its direct relationships with many of the world's most renowned producers and most interesting new global talents, Lay & Wheeler connects wine lovers and winemakers, inspiring the enjoyment and appreciation of fine wine.

Primary Responsibilities
<ul style="list-style-type: none"> • Provide the Coterie businesses with accurate, consistent and up-to-date supplier and product data, including the creation of all new products/producers/suppliers within agreed SLAs for Hallgarten and Lay & Wheeler (this may change over time) • Ensure all teams who create or maintain product data do so in line with quality standards • Manage the capturing and maintaining of supplier pricing and payment terms accurately and in a timely manner • Support the annual pricing exercise for Hallgarten aligned to the stipulated timelines and internal SLAs • Represent buying in the cleansing of existing product/supplier/producer data as we move to a new way of working • Support Buyers, where relevant, with effective administrative support such as organising buying trips, dealing with queries from other Coterie teams/suppliers/customers, providing sales information and reports, setting up tastings, market research and competitor analysis • Support the Buyers tasting through ranges and benchmarking wines in the marketplace whilst working alongside to learn and develop in role • Support decision making with the provision of reports, analysis and data • Represent Coterie with suppliers, customers, colleagues and the wider industry network • Support the continued expansion of Coterie and the wider team's culture
Knowledge, Skills & Behaviours
<ul style="list-style-type: none"> • Languages – ideally French, Spanish, Italian • Computer and data literate • Sound mathematical skills, attention to detail and accuracy • Strong inter-personal and presentation skills • Wine knowledge • Flexible and proactive approach • Enthusiastic and self-motivated
Experience & Qualifications
<ul style="list-style-type: none"> • Ideally previous experience in the wine trade • An essential element of this role is 100% administrative excellence • Might have completed or be working for WSET Diploma • Ideally experience with BEVICA

Additional Information

This is a full-time role with its main base in our London office, with travel to Luton once a week.

We are an equal opportunity employer and are committed to equality of opportunity for our current and future employees irrespective of their gender, age, race, disability, marital status, religion or belief, or sexual orientation. We believe that the wide range of perspectives that result from diversity promotes innovation and business success. If you need reasonable adjustments at any point in the recruitment process, please let us know and in your application, please feel free to note which pronouns you use.

Closing date for applications is **31st May 2026**, but we reserve the right to close earlier should we find the successful candidate. Please send an up-to-date CV to hr@hwwines.co.uk