

JOB DESCRIPTION



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| Job Title: Admin Support - Purchasing | Location: Head Office, Hunmanby |
| Department: Purchasing | Contract: Full Time Permanent |
| Reports To: Purchasing manager | Direct Reports: N/A |

1.0 Job Summary & Role

Work within a busy purchasing team, assisting with general administration, supplier orders and deliveries.

2.0 Key Responsibilities & Main Duties

- Assisting Materials Controllers and Buyers with general administration around purchase orders and expediting .
- Placing of orders for manual requisitions.
- Expediting of purchase orders with suppliers
- Work with suppliers on supplier order books to help ensure system is accurate and delivery dates are accurate on the system.
- Work with Buyers and Material Controllers in assisting with their order reschedules including the rescheduling of orders .
- Collating of delivery notes
- Any other relevant tasks including admin work from the Purchasing Manager

3.0 Internal & External Relationships

- Liaise with the Purchasing team to understand suppliers and order and system .
- Liaise with warehouse and various staff raising manual requisitions
- Work with suppliers on deliveries and orders.

4.0 Key Performance Indicators

- Work quickly to assist the purchasing department and contribute to efficiencies of the purchasing team.
- Ensure product arrives in a timely manner.



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5.0 Essential/Desirable Factors

| Knowledge | |
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| Essential: Experienced user of MS Office Experienced user of Excel | Desirable: How a purchasing department operates and departments which relate to purchasing in a manufacturing environment MRP Systems |
| Skills & Attributes | |
| Essential: Good telephone skills Highly organised Excellent communicator and people skills Good time management. Can multitask | Desirable: |
| Experience | |
| Essential: Experience working within a busy office environment preferably purchasing related | Desirable: Worked in a purchasing office Worked in a manufacturing company |
| Qualifications | |
| Essential: GCSE in Maths and English of C and above, or equivalent | Desirable: |
| Created by | Dated Created |
| Purchasing Manager | 16/02/2022 |

