

JOB DESCRIPTION



Job Title: Admin Support - Purchasing	Location: Head Office, Hunmanby
Department: Purchasing	Contract: 12 Month FTC
Reports To: Purchasing Manager	Direct Reports: N/A

1.0 Job Summary & Role

The Admin Support will work within a busy purchasing team, assisting with general administration, supplier orders and deliveries. This is a 12 month Fixed Term contract to cover Maternity Leave in the Purchasing Department.

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	
Essential: <ul style="list-style-type: none"> • Administration • MS Office • Excel 	Desirable: <ul style="list-style-type: none"> • Understanding of how a purchasing department operates • MRP Systems
Skills & Attributes	
Essential: <ul style="list-style-type: none"> • Good telephone skills • Highly organised • Excellent communicator and people skills • Good time management • Can multitask 	Desirable: <ul style="list-style-type: none"> • Expediting • Negotiation • Decision making • Analytical skills
Experience	
Essential: <ul style="list-style-type: none"> • Working in a busy office environment preferably purchasing related 	Desirable: <ul style="list-style-type: none"> • Working in purchasing and / or manufacturing environment
Qualifications	
Essential: <ul style="list-style-type: none"> • GCSE in Maths and English of C and above, or equivalent 	Desirable:

Created by	Dated Created
Purchasing Manager	29/08/2025

