



## **PURCHASING ASSISTANT**

Excellent opportunity for a Purchasing Assistant to join our team on a full-time, permanent basis. You will work with a busy team to support the purchasing function. You will benefit from excellent personal and professional development within a growing company.

### **The Role:**

- Supporting the Buyer in day to day purchasing and administration duties
- Sourcing quotations to ensure best price is obtained
- Placing weekly orders for standard consumable products
- Raising purchase orders on computerised system
- Liaising with production shop floor to check on deliveries, shortages or issues
- Contacting suppliers to ensure fast and timely deliveries, chasing up on any delivery or paperwork queries

### **The Person:**

- Exceptional interpersonal and communication skills, both verbal and written
- Strong attention to detail
- Excellent organisational skills with an ability to adapt and prioritise in a fast-paced, ever-changing environment
- Ability to work within a team and to collaborate with various key stakeholders

### **Essential Criteria**

- Previous experience in an office environment
- Excellent IT skills and proficient in the use of Microsoft Office packages (Outlook, Excel, Word)
- GCSE or Equivalent in Maths and English

### **Desirable Criteria**

The following criteria would be advantageous but not essential:

- Previous experience in Engineering sector
- Previous experience using computerised systems (Sage and 123 Insight)