

Buyer / Purchasing Assistant

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Company: G&H

Location: Ashford

Category: office-and-administrative-support

Available Jobs

Buyer / Purchasing Assistant

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Job Category: Procurement / Supply Chain Level: Entry Level Location(s): Ashford

(UK) Reference: ASH240424 Closing Date: May 23, 2024 Apply now Share:

Buyer / Purchasing Assistant

G&H | ITL Ashford, Kent

3m Fixed Term Contract, Full Time

Competitive Salary DOE

Are you an excellent administrator with fantastic organisational skills?

Can you build strong working relationships with suppliers and customers?

If so, we want to hear from you!

For over four decades, G&H | ITL has been an industry-leading outsource partner for true end-to-end design, development, and manufacturing of life-saving medical technology, diagnostic devices, and laboratory instruments. We are currently looking for a Buyer / Purchasing Assistant to support our Supply Chain team across the group.

Main duties include;

Maintaining the requisition system in Syspro

Maintaining procurement compliance records in line with company policy

Re-phasing deliveries and expediting where necessary

Ensure all purchase orders and amendments are updated within the system

Supporting with tender processes, negotiations and operational duties

Build strong internal relationships and work with all areas of the business to address purchasing issues and requirements

Ideal candidates will have the following;

Good knowledge on Microsoft Office

Any Buyer, Supply Chain, Purchasing, ERP/MRP systems background would be advantageous for this role, but not essential as we can provide training

Ability to manage varied workload, with strong personal organisation skills

Strong communication skills for both internal and external communication

Flexible approach to working to meet deadlines

Quality and accuracy are key

We offer a competitive employee benefits package, including:

25 Days Annual Leave, Plus Eight Bank Holidays

Early Finish Fridays

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