

## Buying Assistant

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Company: ASC Connections

Location: Hyde

Category: office-and-administrative-support

Buying Assistant

Contract Type:

Permanent

Location:

Hyde - Greater Manchester

Industry:

Supply Chain & Procurement

Contact Name:

Mark Dawson

Contact Email:

Contact Phone:

0121 236 1662

Date Published:

27-Mar-2024

A manufacturer of high-quality items for the home is recruiting a Purchasing Assistant/Assistant Buyer to work within their Manchester facility and support the business by providing Purchasing support. You will deal with several suppliers and ensure that all purchase orders are raised.

This is a full-time position offering stability and career progression.

Alongside a competitive salary, the business offers a generous pension scheme, life assurance plus a raft of other benefits. You will work a 35-hour week 9-5 Monday to

Friday.

**As their Purchasing Assistant/Assistant Buyer, you will be responsible for:**

The management of orders within the companies ERP system

Raise PO's and expedite these to suppliers for payment.

Negotiate prices and service requirements with existing suppliers and some new suppliers too.

Monitor inventory levels so that the business does not run out of stock.

**To be successful in this role as a Purchasing Assistant/Assistant Buyer you will need:**

To have worked within a manufacturing business within the purchasing function.

Experience in using ERP systems and have ability to quickly learn new systems.

Strong proficiency with Microsoft Packages

Excellent Communication skills and the ability to build strong relationships with colleagues and stakeholders.

ASC Connections Ltd acts as an employment business for temporary positions and an employment agency for permanent positions. We are committed to equal opportunity and diversity.

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