

## Parts & Purchasing Assistant (Heavy Plant)

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Company: Additional Resources

Location: Stratford-upon-Avon

Category: other-general

The Role: As a Parts and Purchasing Assistant in a heavy plant business, you will be supporting the Service Manager and Assistant Service Manager. Duties: Procurement management to meet business needs and customer demands. Maintaining optimal stock levels using company IT systems. Handling departmental administration including courier and import / export paperwork. Managing warranty claims and conducting weekly stock checks. Implementing cost controls to meet department budgets. Promoting products to new and existing customers to drive profitability. Providing health and safety information to staff. Requirements: Previously worked as a Parts Assistant, Purchasing Assistant, Procurement Assistant or in a similar role. Proficient IT skills. Strong numerical abilities. Effective communication skills.

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