

Purchasing Administrator

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Company: Elevation Recruitment Group

Location: Sherburn in Elmet

Category: management

Elevation Recruitment are excited to be recruiting a new Purchasing Administrator, for our Client in Sherburn in Elmet.

The company is seeking a highly organised and detail-oriented Purchasing Administrator to join their team. The successful candidate will be responsible for supporting the supply chain processes by maintaining accurate records, communicating with suppliers and vendors, and coordinating shipments and deliveries.

Key duties of the Purchasing Administrator:

Identify suitable suppliers and place purchase orders in line with KPIs

Ensure customer backorders and same-day PO requests are placed accordingly

Replenishment of customer-specific stocking programs and highlighting recommended changes depending on overstock/understock

Supervise the shipping process to ensure that orders are placed with the correct details and costs

Skills of the Purchasing Administrator include:

Confident working in fast paced environment

Good working knowledge of computer systems

Highly organised, with good attention to detail

Excellent communication skills

This role would potentially suit a recent graduate who is eager to begin their career in Supply Chain management, or a technically minded administrator. If you like the sound of this role, we would love to receive your application!

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