

## Purchasing Administrator

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Company: HAYS

Location: United Kingdom

Category: business-and-financial-operations

Purchasing Administrator | Lincoln | £25,500-27,000

Are you an organised and detail-oriented professional with experience in purchasing administration? We have an opportunity for a Purchasing Administrator to join a well-established construction company in Lincoln.

As a Purchasing Administrator, you will play a crucial role in supporting the procurement process within the company. You'll work closely with the Finance Manager, Contracts Administrator and the Quantity Surveyors, to ensure smooth operations.

### **Your responsibilities will include:**

**Purchase Order Management:** Raising purchase orders on an internal system and ensuring accurate documentation.

**Supplier Coordination:** Placing orders with suppliers and following up on approvals from internal staff.

**Data Entry:** Accurately inputting orders into the system.

**Document Drafting:** Assisting Quantity Surveyors with drafting documents and analytical work.

### **Qualifications and Skills:**

**Experience:** Previous experience in procurement, purchasing, or administration roles is

essential.

Attention to Detail: You'll need to be meticulous in handling orders and documentation.

Communication: Strong communication skills to liaise with internal teams and external suppliers.

### What's on offer:

Office Hours: Monday to Friday, 9:00 AM to 5:00 PM.

Permanent Position: Join a stable and growing company.

Competitive Salary: Starting from £25,500 up to £27,000 (based on experience).

Office Environment: Collaborate with a supportive team in a professional office setting.

# 4550390

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