

Purchasing Assistant

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Company: Elevation Recruitment Group

Location: Bradford

Category: other-general

Job Title: Purchasing Assistant Location: Bradford Type: Permanent Salary: £25,000 - £30,000

Elevation recruitment Group are currently seeking a skilled Purchasing Assistant to join an expanding procurement team within the metal manufacturing industry. The ideal candidate will have experience in the manufacturing or engineering industry, and be able to work in a fast-paced environment. Responsibilities: Assist with procurement processes, including sourcing, ordering, and tracking of goods and services Work closely with suppliers to negotiate pricing and terms - Ensure timely delivery of goods and services Maintain accurate records of all purchasing activities Assist with inventory management and control Assist with the development and implementation of purchasing policies and procedures Provide support to other departments as needed Requirements: Minimum of 2 years' experience in purchasing, preferably in the manufacturing or engineering industry Strong negotiation skills Excellent attention to detail Strong organisational and time management skills Ability to work under pressure and meet deadlines Excellent written and verbal communication skills Proficiency in Microsoft Office applications, particularly Excel and Word

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