

Purchasing Assistant / Buying Administrator

[Apply Now](#)

Company: AWD online

Location: Great Yarmouth

Category: other-general

JOB OVERVIEW We have a fantastic new job opportunity for a Purchasing Assistant with experience of working in a busy purchasing environment, who works to a high level of accuracy with excellent administrative, communication and time-management skills.

Working as the Purchasing Assistant you will become responsible for the routine purchasing of consumables, including but not limited to sub-con services, welding spares, stationery, cleaning equipment, fasteners and machine consumables. To ensure this is achieved close communication and assistance will be required at all levels from office to shop floor. As the Purchasing Assistant you will work in modern industrial premises in a business that has excellent working conditions and a positive professional environment **APPLY TODAY** If

this job looks like your ideal position, then please send in your CV as soon as possible for our Recruitment Team to review. **DUTIES** Your duties as a Purchasing Assistant will include:

Routine purchasing of consumables, including welding spares, stationery, cleaning equipment, fasteners, machine consumables etc Be responsible for sub-con service purchase orders for items leaving the company's site for treatments paint, heat treatment, galvanising etc

Working to all company policies and procedures including health & safety, environment and quality Ensuring cost of open Purchase Orders is maintained and updated as required

Expediting late purchase orders and provide feedback to Purchasing Manager and other internal customers Expediting open Purchase Orders to ensure delivery dates are met Assist

Purchasing Manager as required on any other company business Participating in any required training and risk assessments Admin duties as required via liaison with the MD, GM, QHSE & Financial Managers also the production engineers and production supervisors Fulfilment

of Health and Safety responsibilities as required by company policies and procedures
Ordering and maintaining adequate stock of stationery & canteen supplies for all workforce requirements
Ensuring that all telephone contact with external customers is dealt with in a polite and professional manor
Arranging the upkeep of Office equipment and furniture
Accurate record keeping
Assisting where required with consolidation of invoices and monthly accounts
Where required assist with any internal or external audits
Updating and maintaining an accurate email and contact database
Updating and maintaining Company Approved Supplier list records
When required assisting with the running of the stores and collation of material certifications and cert packs
CANDIDATE REQUIREMENTS
Previous experience in a busy purchasing environment
Excellent administrative / customer service skills
Great attention to detail
Good time management skills
Knowledge of Microsoft Office

[Apply Now](#)

Cross References and Citations:

- 1. Purchasing Assistant / Buying Administrator**
[Losangelesjobs](#) **Jobs Great**
[Yarmouth Losangelesjobs](#) ↗
- 2. Purchasing Assistant / Buying Administrator**
[Melbournejobs](#)**Jobs Great**
[Yarmouth Melbournejobs](#)↗
- 3. Purchasing Assistant / Buying Administrator**
[Geologyjobs](#)**Jobs Great** [Yarmouth Geologyjobs](#)↗
- 4. Purchasing Assistant / Buying Administrator**
[Automationjobs](#) **Jobs Great**
[Yarmouth Automationjobs](#) ↗
- 5. Purchasing Assistant / Buying Administrator**
[Radiologistjobs](#) **Jobs Great**
[Yarmouth Radiologistjobs](#) ↗
- 6. Purchasing Assistant / Buying Administrator**
[Fashionjobsnearme](#) **Jobs Great**
[Yarmouth Fashionjobsnearme](#) ↗
- 7. Purchasing Assistant / Buying Administrator**
[Omanjobs](#) **Jobs Great** [Yarmouth Omanjobs](#)↗
- 8. Purchasing Assistant / Buying Administrator**
[Uzbekistanjobs](#) **Jobs Great**

Yarmouth Uzbekistanjobs ↗

9. Purchasing Assistant / Buying AdministratorPropertyjobsJobs Great Yarmouth Propertyjobs↗

10. Purchasing Assistant / Buying Administrator ForestjobsJobs Great Yarmouth Forestjobs↗

11. Purchasing Assistant / Buying Administrator Internjobs Jobs Great Yarmouth Internjobs ↗

12. Purchasing Assistant / Buying Administrator Neurologistjobs Jobs Great Yarmouth Neurologistjobs ↗

13. Purchasing Assistant / Buying Administrator PhysicianjobsnearmeJobs Great Yarmouth Physicianjobsnearme↗

14. Purchasing Assistant / Buying Administrator Searchcanadajobs Jobs Great Yarmouth Searchcanadajobs ↗

15. Purchasing Assistant / Buying Administrator FilmjobsJobs Great Yarmouth Filmjobs↗

16. Purchasing Assistant / Buying Administrator MontrealjobsJobs Great Yarmouth Montrealjobs↗

17. Purchasing Assistant / Buying Administrator Investmentbankerjobs Jobs Great Yarmouth Investmentbankerjobs ↗

18. Purchasing Assistant / Buying Administrator Jobsinsaudiarabia Jobs Great Yarmouth Jobsinsaudiarabia ↗

19. Purchasing assistant / buying administrator Jobs Great yarmouth ↗

20. AMP Version of Purchasing assistant / buying administrator ↗

21. Purchasing assistant / buying administrator Great yarmouth Jobs ↗

22. Purchasing assistant / buying administrator JobsGreat yarmouth ↗

23. Purchasing assistant / buying administrator Job Search ↗

24. Purchasing assistant / buying administrator Search ↗

25. Purchasing assistant / buying administrator Find Jobs ↗

