

Purchasing Assistant

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Company: Dovetail Recruitment Ltd

Location: Christchurch

Category: other-general

Purchasing Assistant job in Christchurch (Permanent)

Dovetail Recruitment are pleased to be working with a company which has a worldwide reputation for excellence located in Christchurch. They are looking for a new Purchasing Assistant to join their team, this role has superb long-term career prospects and the chance to be part of excellent company growth.

The role of Purchasing Assistant will involve helping to source materials, obtaining quotations from preferred suppliers, and raising purchase orders and general administration duties to support the Buyer.

Duties and Responsibilities of the Purchasing Assistant:

- * Assisting the Buyer to research suppliers and obtain quotations.
- * Preparing and processing purchase orders with suppliers, reviewing and processing acknowledgements
- * Expediting purchase orders when necessary
- * Updating product prices and computer records
- * Carrying out supplier assessments for new suppliers, such as credit checks, quality accreditations, health & safety and compliance etc.
- * Coordinating reviews for existing customers and taking notes in meetings
- * Completing applications for product warranties
- * Other general administration to assist the team when needed

Minimum Experience Required for the Purchasing Administrator Role:

- * Strong organisation skills

- * Excellent communication skills
- * Experience processing orders
- * Detail oriented

Salary and Benefits:

- * Circa £25 – 30,000 per annum
- * 25 days holiday a year, plus 8 bank holidays
- * Opportunity for enrolment into the company shares scheme
- * Working hours of Monday – Friday 8:15am – 5pm
- * One hour for lunch

This Purchasing Assistant Job in Christchurch would suit candidates with an administration background. There are no known health & safety risks associated with this Purchasing Assistant position.

If you are interested in this Purchasing Assistant Job in Christchurch, please click on 'Apply Now'.

Alternatively, please visit our website for further information.

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