

Purchasing Assistant

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Company: Qvis Lighting & Security Ltd

Location: Havant

Category: other-general

Purchasing Assistant

Havant Hampshire

Fulltime Monday - Friday - 09:00 -17:30

Salary Competitive

About Us:

Qvis Lighting & Security is a family-owned business based in Havant Hampshire and is a leading provider of CCTV, LED lighting and Smart Home products. QVIS distribute recognised brands through established routes to market.

The Role:

We have an exciting opportunity for a Purchasing Assistant to join our team based at our Havant headquarters, to assist the Purchasing Manager and Purchasing Department

Key Responsibilities: Purchasing Assistant

* Monitor stock levels and identify purchasing requirements

- * Research potential suppliers
- * Track orders and ensure timely delivery
- * Update internal databases (SAP) with order details
- * Conduct market research to identify pricing trends
- * Evaluate offers from suppliers and negotiate better prices
- * Prepare cost analysis for purchase orders
- * Maintain updated records of invoices and contracts
- * Follow up with suppliers, as required, confirm and update orders
- * Liaise with warehouse staff to ensure all products arrive in good condition
- * Collaborate with the marketing team to ensure packaging and marketing materials are ready on time for new products
- * Assist in resolving any supplier-related issues or discrepancies, such as quality control or invoice discrepancies
- * Support the implementation and maintenance of procurement policies and procedures
- * Stay up-to-date with industry trends and maintain strong relationships with suppliers

Key Skills/ Experience: Purchasing Assistant

- * Experience as a Purchasing Assistant or in a similar role

- * Knowledge of procurement best practices and a solid understanding of the purchasing process
- * Hands-on experience with purchasing software such as SAP (not essential)
- * Numerate with a high degree of accuracy and attention to detail
- * Strong verbal and written communicator
- * Advanced knowledge of MS Excel and Microsoft Office
- * Knowledge of market research
- * Solid organisational skills and the ability to work well under pressure and in a fast-paced environment
- * Bachelor's degree in Logistics, Business Administration, or a relevant field, would be advantageous

Benefits: Purchasing Assistant

- * Private Healthcare Scheme
- * Employee Assistance Programme
- * Discounted Gym Membership
- * Free onsite parking
- * Company Pension scheme
- * Cycle Scheme

* 24 days holiday + Bank holidays

To submit your CV for this exciting Purchasing Assistant opportunity, please press 'Apply' now and await further instructions.

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