

Purchasing Assistant

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Company: Faith Recruitment

Location: Woking

Category: other-general

Purchasing Assistant

Woking

£30,000 - £35,000

Are you looking for a great opportunity and a role where you can personally develop? Our wonderful client based in Woking are looking for a Purchasing Assistant to join their team. The role would involve managing and corresponding with suppliers, dealing with queries and liaising with the Production Manager. If you have experience working in manufacturing business, experience using MRP software and have great communication skills then this could be the role for you.

The role of Purchasing Assistant involves:

Liasing with Production Manager to assist with the purchasing of materials

Managing suppliers

Responsible for systems

Create purchasing orders

Processing invoices and reconciling

Deal with logistical issues

Monitor prices and ensure that products are purchased at best price

Dealing with queries and delays

Provide administrative support

Manage stock levels

Liaising with IT support

The ideal Purchasing Assistant will:

Experience using MRP software

Experience in manufacturing business

Knowledge of purchasing practice

Excellent at building relationships with clients

Excellent communication skills

Please apply for more information on this great opportunity.

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