

Purchasing Assistant

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Company: eRecruitSmart

Location: York

Category: office-and-administrative-support

An excellent opportunity has arisen for a Purchasing Assistant at our client's manufacturing site in Rotherham.

About the company

Founded in 1984, our client creates solutions to meet the challenges of integrating power and media access for people working in offices. They are a premium manufacturer of a range of products including ergonomics, power modules, power distribution and cable management.

About the role

As Purchasing Assistant, you will assist in sourcing products and services from appropriate, cost effective and high performing suppliers and obtaining value for money whilst building and maintaining effective relationships with key suppliers. Key responsibilities include:

Purchasing items for production plans using the company software

Requesting quotations & raising purchase orders

Converting site requisitions into electronic purchase orders

Negotiating delivery commitments from suppliers for the production requirements

Managing lead times and overdue purchase orders efficiently, whilst maintaining communication with all relevant departments

Co-operating with other departments such as Technical, Sales and Finance on day-to-day basis to allow for smooth running of the business

Maintaining accurate records against all suppliers, cost changes and input of purchase and supplier related data

General purchasing admin duties

About you

To be successful for the role of Purchasing Assistant you will have / be:

A good level of English and Maths

Excellent IT and computer skills

Problem solving ability

Strong English language skills, written and spoken word

Good communication skills

Cultural Awareness

Autonomous self-starter

Good planning and organisational skills

Ability to work calmly under pressure

Target / results driven

Strong relationship builder

Strong commercial awareness

PC literate, including the use of common Microsoft packages

About the hours and rewards

For the role of Purchasing Assistant the hours are 8:30am finishing at 4:30pm with 1hr lunch break. There is a salary on offer of £23,000 to £26,000 per annum and benefits include:

On-site parking

25 holiday days plus statutory bank holidays

Pension 6% employer contribution

Free eye test with money towards glasses

Life assurance from day 1

Christmas shutdown

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