

United Kingdom Jobs Expertini®

Purchasing Assistant

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Company: eRecruitSmart

Location: York

Category: other-general

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 a 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 a 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; 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 holidaysPension 6% employer contribution Free eye test with money towards glassesLife assurance from day 1 Christmas shutdown

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