

Purchasing Clerk / Finance Assistant

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Company: Pertemps

Location: Rugby

Category: other-general

Want to be a valued member of the team? We are looking for an Purchasing Clerk / Finance Assistant to join their hardworking & friendly team and busy operationHybrid Role - 2 days In office 3 days at home once trainedLocation:Rugby, Rugby Gateway As a Purchasing Clerk you will work : 08:00-16:00 or 09:00-17:00 As a Purchasing Clerk you will be paid:£25,000 As a Purchase Ledger Clerk your duties will include: Manage PO requests and purchasing queriesEnsuring correct PO cost reporting, PO house keeping Invoice supplier management Supporting centralised management of procurement , ordering and processing of specific purchasing categories such as IT, telecoms & capex Delegate expense for warehouse colleagues and drivers Complete workflow tasks inline with agreed SLA'S and processes What our client is looking for in you: - Strong financial background - numerate and financially aware - Effective communication - Motivated - Analytical skills - Experienced user of oracle IProcurement If you are looking for work or know someone who is please get in touch & apply today! Call us : 01788 578888 Apply online Visit us : 11 Bank Street, Rugby, CV21 2QE Send your CV to & subject the email Purchasing Clerk/Finance Assistant Make an appointment on Facebook to register today: Pertemps Rugby Industrial

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