

Supply Chain Administrator

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Location: Nottingham

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SUPPLY CHAIN ADMINISTRATOR

NOTTINGHAM

UP TO £30,000 + BONUS + EXCELLENT CULTURE + BENEFITS

THE OPPORTUNITY:

Get Recruited are working on behalf of a rapidly growing business that supplies exceptional products that has a positive impact on people's lives. As part of their rapid growth, they're now looking to recruit an experienced Supply Chain Administrator to join the team, where you'll be responsible for ensuring the smooth day to day running of the procurement, managing supplier relationships, budgets etc.

This is the perfect opportunity to undertake a role where no two days are the same where you can become an integral part of a rapidly growing business. If you are an experienced Purchasing Assistant, Purchasing Officer, Purchasing Executive, Buying Assistant, Buying Executive, Procurement Assistant, Procurement Executive or similar, this opportunity is not to be missed!

THE ROLE:

Communicate with suppliers to obtain quotes, negotiate prices, and ensure timely delivery of goods.

Assist in identifying cost saving opportunities and improving overall efficiency in the purchasing process.

Responsible for handling all purchasing requirements for the business to fulfil customer orders and materials for the internal production team.

Negotiating with suppliers on price to improve sales margins and delivery times to ensure orders are fulfilled with the agreed timescales.

Reviewing general office and operational processes and implementing new ways of working as and when required.

Assist in the procurement process by creating and processing purchase orders.

Maintain accurate and up to date records of purchases, pricing, and vendor information. THE PERSON:

Must have experience as a Purchasing Assistant, Purchasing Officer, Purchasing Executive, Buying Assistant, Buying Executive, Procurement Assistant, Procurement Executive or similar is essential.

Experience within Manufacturing / Construction is essential.

Strong attention to detail and organisational skills.

Excellent communication and negotiation skills.

Proficient in Microsoft Office Suite, particularly Excel.

Ability to work collaboratively in a team environment.

Eagerness to learn and adapt to new challenges. Get Recruited is acting as an Employment Agency in relation to this vacancy.

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