

## Temporary Buying Admin Assistant

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Company: Major Recruitment Watford

Location: St Albans

Category: management

Major Recruitment are looking for a temporary Buying Admin Assistant to join a Tech company based in St Albans.

### Job Overview:

As a Buying Admin Assistant, you will play a crucial role in supporting procurement activities by assisting with purchasing processes, maintaining accurate records, and ensuring timely delivery of goods. You will work closely with the procurement team, suppliers, and internal stakeholders to facilitate efficient purchasing operations and contribute to the overall success of our procurement function.

### Responsibilities:

#### Purchase Order Processing:

Generate purchase orders accurately and promptly based on requisitions and purchase requests

Ensure all purchase orders are reviewed for accuracy, completeness, and compliance with company policies and procedures.

Communicate effectively with suppliers to confirm order details, negotiate pricing, and coordinate delivery schedules.

#### Supplier Management:

Maintain supplier information and records, including contact details, pricing agreements, and contractual terms.

Build and maintain positive relationships with suppliers to ensure timely and reliable delivery of goods and services

Monitor supplier performance and address any issues or discrepancies in a timely manner.

#### Inventory Management:

Assist in monitoring inventory levels and stock availability to support purchasing decisions.

Coordinate with warehouse and inventory control teams to ensure accurate stock counts and minimize stockouts or excess inventory

#### Admin Support:

Provide administrative support to the procurement team, such as organizing meetings, preparing documents, and responding to inquiries.

Assist in vendor qualification and onboarding processes, including obtaining necessary documentation and conducting due diligence checks.

Pay Rate - £13ph

Hours - 40 hours a week

'Major Recruitment act as an employment agency for permanent roles and an employment business for temporary opportunities'.

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