

JOB DESCRIPTION

Job Title: **Purchasing Assistant**
Business Area: **Supply Chain**
Reports to: **Purchasing and Materials Manager**

Role

Job Purpose:

We are seeking an organised and detail-oriented Purchasing Assistant to join our procurement team. The successful candidate will support the Purchasing and Materials Manager and contribute to the efficient sourcing and acquisition of goods and services essential to our operations.

Key Responsibilities

- Assist in the sourcing and procurement of products and services in line with company policies and budgets.
- Maintain and update supplier databases, ensuring accurate records of contacts, contracts, and performance.
- Prepare purchase orders and ensure timely processing of requisitions.
- Monitor stock levels and coordinate with relevant departments to forecast purchasing needs.
- Liaise with suppliers to obtain quotes, negotiate prices, and resolve any issues related to orders or deliveries.
- Track and monitor delivery schedules to ensure timely receipt of goods.
- Assist in evaluating supplier performance based on quality, delivery, and cost.
- Support in the development and maintenance of strong supplier relationships.
- Handle administrative tasks, including invoice reconciliation, documentation, and reporting.
- Stay updated on market trends, product availability, and industry developments.

Skills and Qualifications:

- Proven experience in a similar role, ideally within a procurement or purchasing environment.
- Strong organisational skills with excellent attention to detail.
- Proficient in Microsoft Office Suite (Excel, Word, Outlook).
- Familiarity with purchasing or ERP systems (e.g., SAP)
- Excellent communication and interpersonal skills.
- Ability to work collaboratively in a team and independently manage workload.
- Strong analytical and problem-solving skills.
- A proactive and flexible approach to work.

Education:

- GCSEs (or equivalent) including Mathematics and English.
- Additional qualifications in procurement, supply chain, or business administration are beneficial but not essential.