



JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: Buying Assistant

REPORTING TO: Group Buyer

RESPONSIBLE FOR: N/A

JOB SUMMARY:

The Buying Assistant will support with all aspects of supply chain including procurement, stock control and account queries.

MAIN DUTIES OF JOB:

- Seek quotes on all machine shop consumables and tooling
- Obtain quotes for Stores stock and consumables
- Obtain quotes for any items requested for production
- Raise new part numbers where required and update the system accordingly
- Process requests and raise requisitions through our EFACS system for approval
- Attach necessary documents to EFACS i.e. supplier quotes / order acknowledgements
- Finalise and attach completed Purchase Order on EFACS
- Send Purchase Order to the supplier
- Deal with general enquires from suppliers
- Deal with account queries
- Update goods inwards spread sheet

OTHER DUTIES:

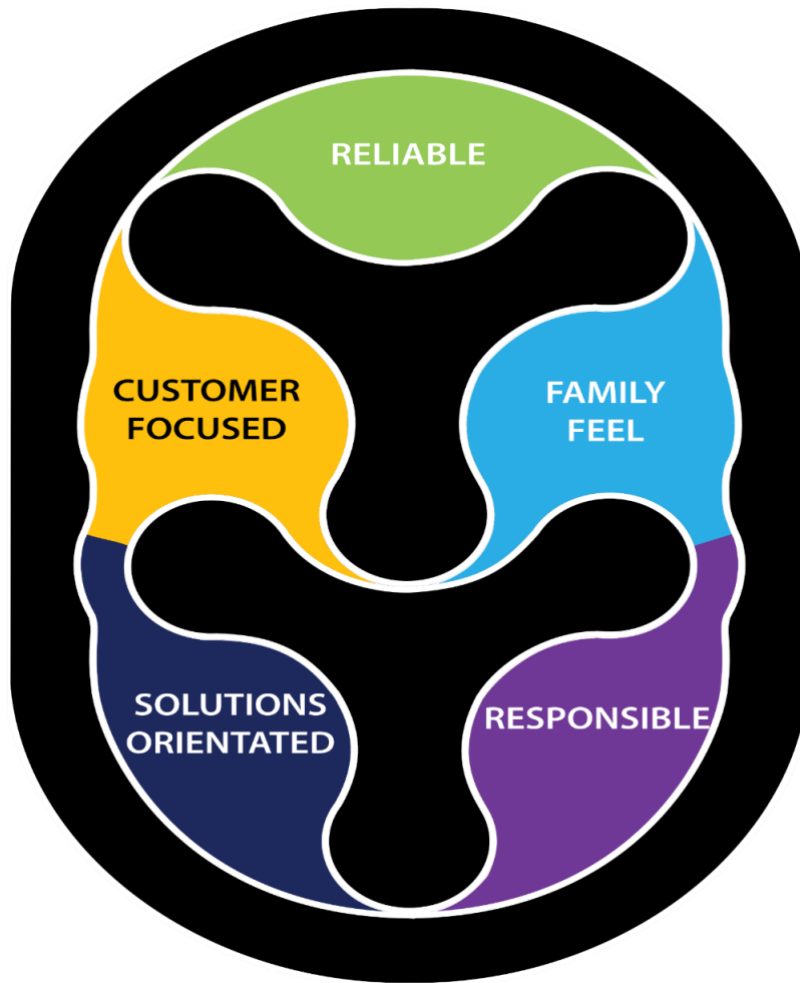
A degree of flexibility is needed and the employee may be required to perform work not specifically referred to above within their skills or abilities.

HEALTH AND SAFETY:

The Company has a Health and Safety Policy which outlines it's responsibilities as an employer and the responsibilities of it's employees in respect of health and safety. All employees need to be aware of this policy and comply with it's content.



COMPANY VALUES:



RELIABLE

Our customers trust us because we manufacture high quality, durable and long-lasting products which continue to deliver value over their lifetime.

CUSTOMER FOCUSED

We operate globally, with local presence across 5 continents. We are committed to supporting our customers from first contact and continually look for opportunities to add value.

FAMILY FEEL

We are proud to be a family business, we want all of our people to feel a sense of inclusion, support and belonging.

SOLUTIONS ORIENTATED

We are experts in the design and assembly of custom packages for challenging environments and work with our customers to deliver the best solution to suit their needs.

RESPONSIBLE

We are resource aware and mindful of full lifecycle costs. We are consciously seeking new applications that support a cleaner, safer, more sustainable future.



PERSON SPECIFICATION

	Essential or desirable
Education	
GCSE Maths and English (or equivalent)	E
Supply Chain qualification (or demonstrable experience of working in a similar role)	D
Knowledge and Experience	
Knowledge of the supply chain process	D
Experience of working in an administration role preferably within supply chain/procurement	E
Proficient in the use of MS Office including Word, Excel and Outlook	E
Experience of using EFACS/MRP systems	D
Experience negotiating with suppliers	D
Experience of working in a manufacturing/engineering environment	D
Skills and personal attributes	
Negotiating skills	D
Excellent communication, verbal and written skills	E
Attention to detail.	E
Ability to quickly establish and where appropriate further develop effective relationships with key internal and external stakeholders	E
Excellent interpersonal skills to deal with challenging situations	E
Be innovative and open to new ideas	E
Find solutions to problems in an efficient and effective manner	E
Deliver with the highest integrity the best service to all our customers	E
Be resilient and positively adapt to change	E



Self-motivated with a desire to set high standards of work performance for themselves and for others	E
Excellent organisational skills with the ability to manage workload with competing priorities and frequent interruptions	E
A positive outlook with the ability to inspire confidence	E