

JOB DESCRIPTION

<p>JOB TITLE: Purchasing Administrator</p> <p>REPORTS TO: Purchasing Manager</p>	<p>DEPARTMENT: Purchasing</p> <p>LOCATION: H6 Stansted</p>
<p>JOB PURPOSE: The Purchasing Administrator will be responsible for processing large volumes of orders as well as chasing and progressing existing orders to ensure timely delivery in line with business requirements. The ability to multi-task and work under pressure are essential requirements of this role.</p>	
<p>MAIN RESPONSIBILITIES AND DUTIES:</p> <ul style="list-style-type: none"> • Enter new purchase orders and products onto the MRP system • Provide purchasing administration support to the department • Build strong relationships with our Supplier base both domestically and internationally to ensure we have high levels of customer service at all times • Interrogate stock inventory to highlight potential costs savings and reduce overall spend • Research and identify alternative suppliers for products and be aware of the cost, quality and time constraints and trade-offs in the supply chain • Liaise with other departments and business units within the Inflite group • Propose ideas for improvement and cost reduction whilst not compromising on quality and/or service • Ensure the highest level of service is provided and maintained for both internal and external customers • Carry out project work on an ad-hoc basis • Perform any other duties within your capabilities as directed by the Company 	
<p>SKILLS AND EXPERIENCE</p> <p>ESSENTIAL</p> <ul style="list-style-type: none"> • A level or equivalent qualifications in relevant subject • Excellent Excel skills • Ability to learn MRP System • Strong analytical and problem solving skills • Attention to detail • Deadline focused • Excellent organisational and communication skills • Full Clean UK Driving Licence – due to location 	