

JOB DESCRIPTION

Job Title	Apprentice Business Admin	Department	Purchasing
Responsible to	Purchasing Manager	Responsible for	Not applicable

Main purpose of job

Assist the Purchasing Manager to manage the procurement of goods and services to efficiently and cost-effectively support Company operations and working with the Engineering/Drawing Office.

Main duties

- Proactively manage and coordinate designated procurement responsibilities;
- Assist in the implementation of the Purchasing strategy;
- Negotiate with suppliers to ensure the best deal is secured for goods and services in terms of specification, quality, price and delivery;
- Raise purchase orders in a timely manner in line with organisational requirements for materials, components, sub-assemblies and/or services by interrogating the Company's MRP system;
- Develop and maintain good working relationships with critical and key suppliers;
- Liaise with internal customers to ensure timely and accurate specification of procurement requirements;
- Help review current working practices to ensure effective and efficient;
- Assist in reporting and reviewing supplier cost performance;
- Work with others to implement the Company's policies and business objectives.
- Processing of works orders & purchase orders including drawing release to production & sub contractors
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Required knowledge/skills/qualifications

- GCSE Maths and English at Grade C or above or equivalent;
- Experience of using IT;
- Reliable and dependable;
- Ability to pay attention to detail;
- Able to communicate clearly, both verbally and in writing;
- Ability to use initiative, be proactive and work efficiently as part of a team;
- Able to work under pressure and to deadlines;
- Flexible, courteous, friendly and positive approach;
- Discretion, confidentiality and professionalism at all times;
- Eligible to work in UK.
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