

Job Specification

Post Title	Procurement Co-Ordinator
Department	Commercial
Reporting To	Customer Service Manager
Purpose	Responsible for all aspects of the purchasing process and managing relationships with suppliers, whilst providing administrative support to all departments.
Core Activities	<ul style="list-style-type: none"> • Maintain working relationships with suppliers to ensure responsive and timely service • Manage ongoing communications and respond to queries related to current or prior purchases • Source and purchase materials • Management of open order status and expediting where necessary • Liaise with relevant personnel regarding any purchasing requirements or resolutions • Negotiating with suppliers to agree prices, quantities, delivery schedules • Ensure that all deliveries satisfy the assigned purchase orders and report any back-ordered or missing products • Raising purchase orders in line with company process • Track and control inventory levels • Maintain and update inventory records and supplier records • Review product specifications and requirements ensuring they meet customer and regulatory requirements • Receive and validate incoming requisitions • Data entry and validation of ERP system. • Attend planning and other related meetings • Fulfil administration tasks such as filing, scanning, and archiving of documents • Ensuring all records are updated in multiple formats. • Assist the other teams where required. • Answering telephone calls to the office line. • Any other task as requested by a management.
Other Responsibilities	<ul style="list-style-type: none"> • Health & Safety – Ensure all H&S policies are maintained, managed & controlled throughout the businesses • Quality – Support the effective management & implementation of the QMS system throughout the businesses.
Key Responsibilities	<ul style="list-style-type: none"> • Regular contact and relationship building with internal and external parties • Recording of correct documentation • Ensure efficient, accurate & timely processing of data for reporting • Attend internal meetings as required by the department and board • Ad-hoc related duties as, and when, required • Raising Purchase Orders in accordance with process and in a timely fashion • Expedite deliveries

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Experience	<ul style="list-style-type: none">• 2 year's minimum experience as a buyer is essential preferably with Engineering or Manufacturing experience• Computer skills are necessary – proficient in Microsoft Products/CRM or equivalent• Excellent customer service, communication and interpersonal skills• Ability to work independently and organise tasks and prioritise, able to manage multiple tasks• Well-organised, accurate, careful methodical worker• Good problem-solving skills, detail-oriented, analytical skills• Needs excellent Teamwork skills
Person	<ul style="list-style-type: none">• Ambitious/confident• Organised• Structured and keen to learn• Keen attention to detail• Key people skills and the ability to integrate with other departments/people• Ability to be able to communicate effectively• Flexible