



JOB DESCRIPTION

POST TITLE:	Procurement Administrator
LOCATION:	Chesterfield UK
DEPARTMENT:	Purchasing
RESPONSIBLE TO:	Procurement Manager

JOB CONTEXT:

Working from our Chesterfield office and reporting to the Procurement Manager, you will be responsible for a wide range of purchasing administration tasks predominantly linked to our material supply chain.

KEY RESPONSIBILITIES:

- Input of new purchase orders from completed / approved requisitions.
- Chasing and checking supplier order acknowledgments.
- Updating supplier open order book information onto the system. Escalate problems.
- Expedite priority open orders with suppliers.
- Expedite imported purchases, obtain COC's from suppliers and notify freight forwarder.
- Place orders for factory consumables as requested. Expedite same.
- Notify warehouse of incoming supplier deliveries.
- Support invoice verification when required.

PERSON SPECIFICATION:

- General business qualification or expertise.
- Competent in maths and good grammar skills.
- Willingness to learn.
- Proficient in excel & ERP systems.
- Self-motivated with considerable ability to work under own initiative.

- Ability to work under pressure and to deadlines.
- Attention to detail.
- Good analytical skills.
- Strong communication skills to promote good supplier relationships.

KEY COMMUNICATION LINKS WITH:

Internal: Sales, Production, Warehouse, Quality, Finance & IT departments.

External: Suppliers

WORKING CONDITIONS & ENVIRONMENT:

The post is located within the Chesterfield Facility but may require very infrequent travel as required.

ADDITIONAL REQUIREMENTS:

This job description outlines the main duties of the post but does not exclude other duties, which may be required to ensure the efficient operation of the wider business.

REPORTING RELATIONSHIP:

