

Job Description

Job Title:	Purchasing Assistant
Department:	Purchasing
Responsible to:	Category Manager
Responsible for:	Providing administrative support to the Purchasing Team



Summary of main purpose of the Job:

This role is key to ensuring the seamless and efficient flow of goods throughout the company. It demands a hands-on and fast-paced approach, requiring exceptional planning and organizational skills. You must possess strong negotiation, data analysis, and problem-solving abilities. Meticulous attention to detail, a rigorous approach, and the ability to thrive under pressure are essential.

Knowledge and Skills Required:

- Knowledge of procurement processes such as order fulfilment and inventory management
- Analytical and process-oriented mindset
- Excellent Communication and interpersonal skills
- Attention to detail and organised approach to work.
- Ability to manage multiple projects, responsibilities and conflicting KPI's simultaneously
- Demonstrated ability to communicate effectively and professionally with colleagues, and suppliers via phone, email, and instant messaging platforms (e.g., Teams).

Main Duties and Responsibilities:

- Place purchase orders accurately and efficiently with suppliers.
- Process and resolve invoicing errors.
- Enter and maintain accurate product pricing information.
- Set up new products within the company systems.
- Manage supplier relationships, including liaising regarding deliveries, undelivered goods, and order updates.
- Ensure optimal stock levels are maintained while considering space and financial constraints.
- Prevent overstocking by carefully analysing inventory data.
- Maintain accurate and up-to-date product information, including allergen information.

- Complete administrative tasks related to suppliers and product codes.
- Participate in daily multi-departmental meetings to ensure seamless operations and excellent customer service.
- Assist and support with sourcing replacement products from alternative suppliers.
- Support the Category Manager on projects aimed at improving product categories and enhancing overall procurement processes.
- Prepare and present reports for the team and wider business
- Forecast future sales rates of our products

General Conduct

- Keep all computer and manual records updated daily/weekly as required.
- Ensure all meetings you are required to attend are done so and the appropriate level of preparation in undertaken.
- Ensure as far as is reasonably practicable your own health, safety, and welfare and that of others who may be affected by your acts.
- Any other duty which may be reasonably requested by your manager

Employee Signature.....

Date __/__/__

Manager's Signature.....

Date __/__/__