

## JOB VACANCY - PURCHASING ASSISTANT

**Job purpose and scope:** To be responsible for all purchasing of supplies in line with company procedures for the company's consulting and manufacturing divisions, including those for an industrial site.

**Location:** Trafford Park, Manchester

**Working hours:** 37.5 hours per week, 08:30 – 16:30 Monday to Friday

### Principal Duties and Accountabilities:

- Raise purchase orders as required in a timely manner
- Engage with suppliers to ensure best value and service
- Place and track all purchase orders
- Chase outstanding orders
- Arrange for supplier quotations as required
- Complete credit application forms for approval by the Finance Manager
- Arrange pro-forma or credit card payments
- Manage re-order levels in liaison with the sites (eg PPE, stationery, office supplies, consumables)
- Maintain and review approved supplier list
- Keep costs and delivery costs low
- Support the needs of the business and the finance department
- Liaise with sales
- Deal with all purchasing related enquiries
- Resolve invoice queries from S Norton
- Keep policies and procedures up to date in line with ISO9001 accreditation
- Carry out Supplier evaluations
- Prepare for and attend the monthly KPI monthly meeting
- Work in line with the company mission, vision and values
- Any other additional duties as required

### Required Qualifications/Experience/Competencies:

- A minimum of 2 years administration experience
- Excellent IT skills particularly in Microsoft Word and Microsoft Excel
- Excellent organisation skills - ability to plan ahead, be able to prioritise and meet deadlines
- Ability to work well under pressure in a fast-paced environment
- Positive, can do attitude and self motivated
- Problem solving skills
- Strong attention to detail
- Ability to communicate effectively both internally and externally
- Qualifications to include grade C or above in GCSE Maths and English (or equivalent)

### Desired Qualifications/Experience/Competencies:

- NVQ in Business Administration or similar
- Experience of using Sage Line 50, CMMS or similar accounting software is preferred
- Experience in a similar purchasing role in manufacturing
- Experience of working in line with ISO9001 accreditation

### Applications:

Please email your covering letter and CV to [jobs@axionrecycling.com](mailto:jobs@axionrecycling.com).

Alternatively please hand your CV to Paul Foy, Plant Manager or post your covering letter and CV to: Christopher Camm, Axion Recycling Limited, Tenax Road, Trafford Park, Manchester M17 1JT

**Posted: September 2020**

**No agencies please**