

## Purchasing Administrator Job Description

---

**Job Title:** Purchasing Administrator

**Reports To:** Purchasing Manager

**Hours of Work:** 40 hours per week Monday to Friday 8am to 5pm

**Place of Work:** Head Office, Specflue Ltd, 8 Curzon Road, Chilton Industrial Estate, Sudbury, Suffolk, CO10 2XW

**The Role:**

This is a great opportunity for a candidate to progress their Purchasing career in a varied and dynamic role. The main duty for this role is to place orders for resale goods to ensure that stock is kept at the Sudbury, Honiton and Castleford sites at an appropriate level in order for the company to supply its customers. The role also involves dealing with goods discrepancy duties, and the ordering of not for resale goods (such as uniform and stationery).

**Key responsibilities:**

- Check stock levels and place orders for resale goods on the basis of known information about optimum stock levels for each item.
- Input orders on to SAP.
- Bring forward and chase low stock levels already ordered.
- Re-order where necessary in response to low stock e-mails or reports.
- Discuss issues with suppliers on the telephone, and resolve any stock/ordering issues.
- Check order acknowledgements.
- Goods receipt administration, which involves checking documents and deliveries, and following up outstanding issues (e.g. late deliveries and supplier errors).
- Order non stock items from a range of companies, ensuring that the best price/value is found.
- Any other reasonable duties which fall within the remit of the purchasing department.
- Establish a good working relationship with internal staff, customers and suppliers.

**Skills required:**

- Previous experience of working in a Purchasing role would be desirable.
- Knowledge of SAP Business One would be an advantage.
- Understanding of Microsoft Office.
- Flexible approach to work to manage, prioritise and work to deadlines.
- Ability to problem solve.
- Good verbal and written communication skills.
- Team player with good interpersonal skills.

To apply send a covering letter explaining why you are right for this role, together with your CV to [purchasing@specflue.com](mailto:purchasing@specflue.com)