

JOB DESCRIPTION

Job Title:	Purchasing Administrator	Name:	
Reporting To:	Head of Purchasing	Date:	

PURPOSE OF JOB

To facilitate efficient and cost-effective acquisition of materials, goods and services within given parameters in line with Company policy and procedures.

TECHNICAL KNOWLEDGE/QUALIFICATIONS

- Good level of education to GCSE or equivalent.
- MRP Systems
- Microsoft Office Products and Outlook Email.
- Previous experience working in a purchasing environment
- Electronics manufacturing industry experience

PRIMARY ROLES & RESPONSIBILITIES

- Ensure the most cost effective and efficient mode of purchase for production materials, goods and services in conjunction with established inventory management criteria and CIL manufacturing planning schedule.
- Support the Purchasing team in procuring materials from pre-determined suppliers and expediting future deliveries on the promised delivery dates.
- To liaise closely with the Stores Supervisor and react to immediate demands as required.
- To maintain and update delivery dates.
- Control commercial exposure and expenditure in line with CIL's published Authority Level Matrix.
- Work closely with all other departments to ensure cohesion and synergy between teams to achieve quality product to the customer on time.

OTHER RESPONSIBILITIES

- Adhere to the Health and Safety requirements and regulations
- Adhere to the Company IT and Data policy
- Comply with the statutory requirements and regulations and Company requirements
- Carry out any other reasonable request which is for the benefit of the business
- Assist in the training of team members ensuring best practice standards are maintained