



# ONSITE SUPPORT®

## SUPPORTING CONSTRUCTION

### Job Description

Job Title	Purchasing and Planning assistant	
Name		
Location		
Reports to	Purchasing Manager	
Key Relationships	Internal	Sales Team, Warehouse, Group Technical Manager
	External	Suppliers, shipping companies

#### Purpose

The purpose of the role is to plan and control the stock purchasing levels, ensuring optimum stock levels are maintained across all lines to maximise sales opportunity. This will include maintaining accurate stock records and ensuring system coding and data entry is correct.

The Purchasing Department is responsible for approximately 4800 stock lines which is purchased from 350 suppliers dealing in multi-currency and multi sourcing.

Seeking an individual with experience of purchasing and stock management with strong admin skills, attention to detail along with strong system skills and, in particular, Excel.

#### Responsibilities

- To plan and control the optimum stock level for all lines to ensure maximising all sales opportunities whilst managing cost
- To liaise with the Sales Teams and Warehouse to set up and manage the agreed stock levels
- Review of orders to ensure they will not result in under/overstocks.
- Performing weekly review of demand and identifying corrections.
- Maintenance of product lead time to ensure delivery expectations are met.
- Management of system to ensure coding is accurate for all stock lines and ensuring the admin tasks are completed, including monitoring that Proof of Delivery notes are received, invoices are checked and queries dealt with, management of the Purchasing Inbox.
- Manage the purchasing of standard product from suppliers ensuring Purchasing Manager is updated on issues whilst maintaining status of orders on purchasing system
- Working with the team to ensure suppliers are reviewed regularly to ensure correct service level, delivery schedule and pricing
- Making sure that orders for direct deliveries are placed on time
- Keeping in close contact with suppliers ensuring we are being offered Innovation at the earliest opportunity. Also offering Sales product and technical feedback.
- Seek to enhance profit margin on all purchases
- Liaise with Finance regarding invoice queries, liaising with Supplier as appropriate to resolve