



Job Description

Role: Purchasing Administrator

Reporting To : Manager: Materials & Production Control

Job Purpose:

Processing of materials requirements from an SAP generated report to fulfil manufacturing requirements by effectively obtaining accurate price and lead times of materials.

Duties & Responsibilities:

- Working within the materials and purchasing department ensuring on time delivery and availability of materials within budgetary limitations.
- Planning and allocation of production requirements using SAP Production Order System.
- Responsible for timely issue of materials to Manufacturing in accordance with manufacturing schedule.
- Perform Physical 'Stock checks' in accordance with Materials Requirement
- Supplier liaison

Essential Skills & Experience:

- SAP Operating system Knowledge.
- Production focused with a positive and energetic disposition.
- Commercial awareness to achieve purchasing objectives.
- Disciplined and accurate approach to materials movement.

Qualifications:

- Degree qualified (preferred) with 0 - 4 years experience

Key Attributes:

- Strong written communication skills.
- Flexible manner to adopt new challenges and input from peers and colleagues.
- Self-driven for progressive and continued learning and development.
- Keen to accept responsibility and accountability.

