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| Job Title: **Purchasing Administrator (Maintenance)**Reporting to: **Maintenance Manager** Job Purpose: **To facilitate the efficient procurement and stores management of parts** **and materials as required by a busy maintenance department**Hours of work: **Monday to Friday – 40 hours per week**  |
| **Main Responsibilities:****The successful candidate should fulfil the following criteria:*** Knowledge of supply chain procedures to raise and send purchase orders and complete all associated paperwork.
* Proficiency in sourcing required parts in a timely and cost-effective manner.
* Exceptional organisational skills to create and maintain an orderly stores area with requisite stock levels.
* Ability to liaise with suppliers regarding delivery schedules.
* Work closely with maintenance and engineering team to update order delivery dates and communicate stock delays to relevant personnel.
* Any other duties as required, within reason and capability, to fulfil the company’s needs.
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| ***PERSON SPECIFICATION*** |
| **Job Title: Purchasing Administrator (Maintenance)**

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| *Criteria* | *Essential* | *Desirable* |
| Knowledge | * Written and verbal skills – proven ability to use clear concise language.
* Confident IT user including Word, Excel and Outlook
 | * ERP systems knowledge
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| Relevant Experience | * A minimum of 1 year experience working in an administrative role
* Experience in a stock and ordering role
 | * Related food manufacturing industry experience
* Experience in a purchasing role
* Experience in a maintenance/engineering environment
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| Skills & Competencies | * Good interpersonal/ communication skills, both oral and written
* Excellent organisational skills
* Ability to assess priorities and manage deadlines.
* Ability to handle competing demands.
 | * Ability to pick up and assimilate information quickly and easily.
* Alert to opportunities to contribute appropriately with minimal supervision.
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| Circumstances | * Able to work full-time hours as required, on-site, at Mackle Petfoods in a physically demanding role
* Full, clean driving licence
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