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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)**   |  |  |  | | --- | --- | --- | | *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 | | 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 | | 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. | | Circumstances | * Able to work full-time hours as required, on-site, at Mackle Petfoods in a physically demanding role * Full, clean driving licence |  | |