

TMD TECHNOLOGIES VACANCY

Title: Purchasing Administrator

Responsible to: Purchasing Manager

Scope:

Support the Purchasing Manager and other team members in ensuring that all administrative tasks are completed efficiently and accurately.

Main Duties:

- Establish effective expediting systems and undertake supplier visits as appropriate.
- Progress all purchase orders in an effective manner to ensure timely delivery
- Maintain accurate data within company systems so that the latest supplier delivery information is available to all interested parties.
- Identify and prioritise material requirements, maximising material availability to manufacturing while maintaining appropriate inventory levels.
- Update and maintain supplier contact details.
- Prepare purchase orders that ensure goods, materials and components are purchased in line with organisational quality, cost and delivery targets.
- Ensure continuous supply of required goods and materials and communicate any supply problems which may pose a risk or impact on business operations.
- Elevate any delivery or quality issues to the relevant person/team and ensure that other interested parties are informed of issue status.
- To undertake any other task which may reasonably be requested.
- To comply with the Company policy on Health and Safety.
- To comply with all Company policies and procedures.

Responsibilities:

- Ensure timely delivery of all materials required by manufacturing and engineering development and to support the procurement team in the effective running of the department.

Qualifications:

- Good level of general education GCSE, A level.
- Professional or recognised discipline qualification.. CIPS, Institute of supply chain, APICS

Experience & Other Qualities:

- Self-starter, who demonstrates ownership and can follow problems through to resolution.
- Intermediate knowledge of Microsoft Office and Swan ERP systems.
- Organised, methodical and attentive to detail.

Job Reference: 13/07/2018

Note for Recruitment Agencies

We have a dedicated HR team that manages TMD recruitment. With the help of our PSL, Company Website and online advertising we plan to occupy our vacancies. CVs will only be accepted from the above mentioned methods. TMD will contact recruitment agencies should we wish to engage their services; please do not contact us as CVs will not be accepted.



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