

Job Vacancy

Job title: Purchasing Administrator

Reporting to: Group Purchasing Manager

Objective: Supports and manages the company's purchasing administration activities. Interfaces effectively with internal departments and liaises with external suppliers to ensure 'on time, in full', cost effective delivery of materials to support the achievement of the production plan.

Responsibilities

- Support all departments with indirect purchasing including supplier identification.
- Initiate quotation process for assigned suppliers and commodities to establish costs, batch sizes, lead times etc.
- Investigate queries on deliveries and invoices.
- Answer supplier queries from internal departments
- Raise and issue purchase orders, track and confirm purchase order schedules with suppliers and communicate status.
- Proactively expedite delivery of non-production and New Project materials from suppliers to support achievement in Project and production plans for customer requirements.
- Run various ERP purchasing reports, analyse and action as appropriate, communicating any changes where required.
- Complete any adhoc administration duties where required to support the Group Purchasing Manager and Buyer.

The Candidate

- Will ideally have previous purchasing administration experience and understands the buying process.
- Experience of working with suppliers and purchasing off the shelf items.
- Working knowledge and experience using internal ERP systems.
- Proficiency in MS Office applications, specifically Outlook and Excel.
- Good written and verbal English communication skills.
- Self-motivated and demonstrates drive and a sense of urgency in completing duties, by following through on tasks to completion.
- Demonstrates excellent attention to detail and accuracy.

Hours

Monday to Thursday: 08:00 – 17:00

Friday: 08:00 – 13:00

To apply, please send a copy of your CV with a covering letter to Vacancies@Alcon.co.uk

Closing date: Friday 4th June