

JOB DESCRIPTION

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| **JOB TITLE:** | **PURCHASING ADMINISTRATOR** |
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| **NAME OF JOB HOLDER:** | - |
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| **REPORTING TO:** | **PURCHASING CONTROLLER** |
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| **PRIMARY RESPONSIBILITIES:** | **To be a key element of the Purchasing & Inventory Department, helping to maintain the appropriate levels and controlled flow of stock into the Company, whilst being instrumental in maintaining valuable and essential inbound and outbound communication.** |

**SUMMARY OF DUTIES AND RESPONSIBILITIES**:

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|  | Operate using a System and Data-First approach across all areas of responsibility. |
|  | Raise, process and supply Purchase Orders to suppliers (training will be provided) using system generated demand planning reports. |
|  | Contact Suppliers for acknowledgement of orders and confirmation of delivery dates, ensuring deliveries are booked in (by Suppliers) with appropriate MGUK Departments as required. |
|  | Challenge overdue deliveries/delays/issues and report any supply chain concerns immediately to the Purchasing Controller and wider Teams as appropriate. |
|  | Book received stock onto the system and forward Delivery Notes to Accounts for reconciliation. |
|  | Resolution of Supplier issues including incorrect deliveries, product issues, quality concerns etc. using the correct Company documentation. |
|  | Liaising with all departments regarding Purchasing/Inventory related issues. |
|  | To assist in the handling of Customer complaints (CCFs) and QC issues both inbound and outbound. |
|  | General administration tasks and maintenance of the MGUK GDPR compliant filing system and ERP System, including Product data (training will be provided). |
|  | To be aware of all relevant ISO Procedures relating to Purchasing and any related functions. |
|  | To maintain appropriate levels of Company required consumables i.e. stationary, pallet wrapping. |
|  | Any other reasonable duties requested by the Company. |

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| Signed for and on behalf of Merton Group (UK) Limited. |  | Signed by employee – confirming that employee is in agreement with details as laid out in this job description and will carry out duties and responsibilities at all times. |
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| **Name**: |  | **Name**: |
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