



<https://crisprecruitment.co.uk/job/purchasing-administrator-2/>

Purchasing Administrator

Description

Purchasing Administrator

Duration: 2 year contract with the view of becoming Permanent

What you want to know about this employer

- Hugely successful distributor who service the cosmetics and healthcare sectors,
- Renowned for collaborating with some of the UK's largest household brands.
- A professional, caring down to earth culture where they foster community

Purpose of role

- This is a demanding role, sourcing goods worldwide
- Arranging shipping and Importing goods to meet clients production schedules

Responsibilities

Responsibilities:

- Placing and processing purchase orders with suppliers based on consolidated sales orders received
- Import and export administration, Obtaining HMRC tariff codes, checking import entry correctness and processing incorrect import entries
- Liaising with Forwarders, regularly comparing quotes and arranging special deliveries
- Arranging imports/collections from suppliers
- Checking expiry dates prior to collections and liaising with our warehouse on all relevant issues
- Feedback any issues/delays on purchase orders to customers (and sales team)
- Stock management – checking stock levels when ordering

Qualifications

Attributes and skills

- Impeccable attention to detail, works with precision
- Previous Purchasing experience
- Strong communication skills both written and verbal
- experienced managing a portfolio of suppliers
- Sound knowledge of the import of goods
- Genuine and caring with innate team spirit

Hiring organization

Crisp Recruitment Ltd

Employment Type

Full-time, Contractor

Job Location

Borehamwood

Working Hours

Hours- Mon-Fri – 9.00am – 5.00pm

Base Salary

£ 28,000

Date posted

26 September 2022

Job Benefits

Plus annual company bonus 10% (£2800)

Contacts

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