

Purchasing Administrator

Description

What to know about this employer:

- A pharmaceutical distributor, recognised in almost 100 countries
- A customer centric company with an incredible reputation for the service they provide
- Foster a sense of community ensuring employees feel supported and engaged

Purpose of the role:

- To provide a first-class service to all allocated customers, processing all request precisely, accurately within agreed SLA's
- Managing all documentation to ensure orders are shipped correctly worldwide

Key Responsibilities

- Processing orders that require precision and accuracy
- Ensuring customers documentation filed with licenses
- Keeping customers up to date with order status/delivery time
- Preparation of shipments and all required paperwork
- Liaising with warehouse and freight forwarders for bookings.
- Ensure all relevant SOPs and Work Instructions are adhered to.
- Ensure compliance with company and departmental procedures, guidelines, and policies

Skills and Attributes:

- Customer focused and service led
- Strong attention to detail and accuracy skills
- Ability to work under pressure
- Confident and articulate with positive approach
- Ability to prioritise, and manage time effectively

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Qualifications

Hiring organization

Crisp Recruitment Ltd

Employment Type

Full-time

Job Location

Borehamwood

Working Hours

Hours: 9- 5 Monday- Friday

Base Salary

£ £26,000 - £ 28,000

Date posted

9 August 2022

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Contacts

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