

We're Recruiting Purchasing Assistant To Join Our International Team



**PROCUREMENT
SERVICES**

A PETERSON COMPANY

What's on offer?

- £23,000.00 ~ £25,000.00 per annum / permanent
- Monday - Friday – 37.5 hrs per week
- 29 days holiday per annum + public holidays

What will you be doing as a Purchasing Assistant?

- Responsible for daily order processing duties, generating sales order and purchase orders.
- Co-ordinate and providing support for supply chain and logistic matters.
- Expediting and tracking orders, organising and monitoring air console shipments, assist with importing and exporting tasks.
- General Administration duties, including filing, maintaining accurate data, compiling internal reports, managing incoming and outgoing correspondence.

What do you need?

- Good verbal and written communication skills
- Strong organisational skills
- Good Maths and English skills
- Computer Literate

What's nice to have?

- Microsoft Excel training
- Previous experience working in administration role
- Experience of ERP/MRP systems

**Apply today via email –
Clawie@onepeterson.com**

