

Procurement Assistant (Graduate)

The role

- Ensure all Purchase orders on the system have an accurate Due Date.
- Manage purchase orders through the purchasing cycle from requisition to supplier payment.
- Source stock through the approved supply chain list
- Build and maintain relationships with internal stakeholders and the external supply chain.
- Manage the supply chain in accordance with the department's SRM process
- Deliver against agreed service levels and look to continuously improve service standards
- Act professionally at all times and contribute positively to the Procurement function

Key areas of responsibility

- To build, maintain and subsequently improve strong internal and external relationships
- Accurately input and process purchase orders with in agreed authorisation limit
- Ensure timely resolution of all queries and ensure day-to-day tasks are completed.
- Support warehouse with delivery queries and issues, processing RMAs and returns.
- Ensuring buying is through approved suppliers and approved purchasing routes, considering XMA's strategic partnerships and rebate agreements to minimise risk to the business.
- Holiday Cover including buying, OM Inbox, New Product Set ups, running and actioning backorder report and booking in the previous day's direct delivery Invoices.

Essential Skills

- Strong PC literacy & working knowledge of Excel, Word, PowerPoint
- Experience of using ERP and Stock Management software
- Proven commercial office experience
- Ability to communicate and influence at all levels
- Demonstrate high levels of personal organisation, target focused and attention to detail