

## JOB DESCRIPTION - PURCHASING ASSISTANT

**POSITION TITLE**                      **PURCHASING ASSISTANT**

**RESPONSIBLE TO**                      **PURCHASING MANAGER**

**BASIC OBJECTIVE:**                      To ensure that there is an optimum level of stock maintained on a consistent basis, and that the cost prices of this stock will lead to maximization of company profit.

### **KEY RESPONSIBILITIES**

1.    To perform the re-order process on your group of suppliers, and then to interpret these reports and place purchase orders.
2.    To ensure that products are procured, at the required quantity and quality, and at the correct time, ensuring the optimum cost benefit to the company. This means that you must know and understand every detail about the computers re-ordering system.
3.    To be familiar with the meaning of product types and classes on the inventory file, and how these settings effect reordering.
4.    To maintain backorders and to liaise with suppliers on the delivery times of purchase orders.
5.    To take alternative action where possible to avoid stock outs.

## **KEY RESPONSIBILITIES cont**

6. To assess/investigate local and overseas alternative suppliers, where the potential supplier meets the companies check of quality, and to be able to compare costs and delivery to that offered by current suppliers.
7. To take over the monitoring of stock levels and reordering for new items after the Research & Development Dept have made the initial addition to our stock range.
8. To undertake any other duties/tasks as requested by the Purchasing Manager, these duties/tasks either being simple items or items of ongoing responsibility.
9. To enter expenditure on purchase orders into the order details spreadsheet for use by the Purchasing and Accounts Department.
10. To reprice incoming stock lines if required.

## **OTHER RESPONSIBILITIES**

1. To be able to prepare the spreadsheet of new supplier price lists for uploading into the computer. To also monitor the effect that these price changes has on the competitiveness of the supplier involved. This may mean that supplier status needs to be changed.
2. To be able to perform the Shipping Clerk position when this position is vacant, due to annual or sick leave etc.
3. To assist in market research with competitive pricing if this information is obtained in the process of doing your duties, and to pass this information onto the National Sales Manager.
4. To attend meetings between other purchasing staff and the Purchasing Manager, and to contribute to these meetings with questions, ideas and comments