

Trainee Purchasing Assistant, Purchasing Department – Leeds Head Office

About us

Founded in Yorkshire in 1986, Dufftons has established itself as one of the largest independent plumbing and heating merchants in the North of England. We aim to provide the very best in customer care whilst providing the knowledge and expertise our trade and retail customers require to get the job done.

Dufftons has gone from strength to strength and currently has 11 branches, and 1 contracts depot all based in Yorkshire. Late 2024 sees an exciting time for Dufftons with the first venture into the north-east, with two branches opening within Stockton and Durham. We've also added a dedicated renewable energy team to increase our sustainable energy solution offering.

Key Responsibilities

We are looking to recruit a Trainee Purchasing Assistant to work within our purchasing team, based within our Head Office based at Wellington Road Industrial Estate in Leeds. As a Trainee/Junior Purchasing Assistant, you will support our branches and sales teams maintain optimum levels of stock. This will involve monitoring of sales and stock levels and using the stock management system.

This role is a perfect opportunity for someone starting out on the career ladder. Full on the job support and training will be provided.

The key responsibilities of the role include:-

- Working Full Time, Monday to Friday (40 hours per week)
- Placement of purchase orders
- Analysis of stock levels
- Working closely with internal partners such as branch and sales team staff
- Coding items, updating costs and contract set up on the stock management system
- Invoice query resolution
- General administration such as data entry and filing

Our ideal candidate will have:

- strong attention to detail
- good organisation skills
- experience of using Microsoft Office
- strong verbal and written communication skills
- experience of working as a team
- eagerness to learn and develop

What's in it for you?

Dufftons are known in the industry for providing the best customer care and building lasting relationships with our customers. Our team of employees is crucial to our success and we do all we can to ensure we have a happy engaged and productive workforce. The role attracts:-

- £24,000 per annum.

- Private Health Care
- Company pension
- Staff discounts
- 25 days annual leave per year, with additional annual leave for long service
- Company events
- A friendly supportive culture

How to Apply

Please follow the following link to complete an application form: <https://www.duftons.co.uk/careers>.

Applications should be returned to hr@duftons.co.uk by no later than 5pm Thursday 5th December 2024.