



<b>Role Title</b>	Trainee Purchasing Assistant	<b>Reporting to</b>	Purchasing Manager
<b>Department</b>	Purchasing Department		

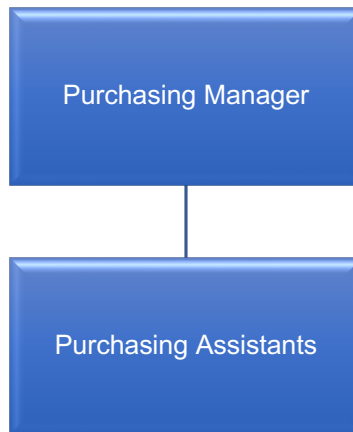
<b>Overall purpose of role</b>	The role of Trainee Purchasing Assistant is to support branches and the purchasing department via the replenishment of branch stock, set up of new items and contracts and monitoring of sales and stock levels.
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<b>Key outputs for role</b>
<ol style="list-style-type: none"> <li>1. Branch stock replenishment via analysis and placement of daily purchase orders.</li> <li>2. Maintaining and updating of branch stock levels to ensure they are as relevant as possible.</li> <li>3. Working closely with branches to ensure their requirements are fulfilled and any stock issues are resolved quickly. Maintaining open lines of communication and good relationships between branches and the purchasing department.</li> <li>4. Responsible for maintenance of cost pricing and product set up on system. Including coding of new items, updating of prices post price increases and the setup of job-specific contracts for branches.</li> <li>5. Fulfilment of branch requests – sourcing of products/routes to market/completing any purchase order requests.</li> <li>6. Ensuring buying direction is followed, both within the purchasing department and at branch level.</li> <li>7. Invoice query resolution.</li> <li>8. Assist with data analysis – Overstocks/slow moving items/fast moving items.</li> <li>9. General administrative support – filing/data entry where required.</li> <li>10. Work with the other members of the purchasing team to identify possible process improvements and efficiency gains.</li> <li>11. Any other duties as reasonably required.</li> </ol>

<b>Physical Requirements, Skills, Qualities and Qualifications At Recruitment Stage</b>	<b>Essential/ Desirable</b>
Strong attention to detail and organisational skills. Ability to manage multiple tasks effectively.	Essential
Proficiency in Microsoft Office Suite – Particularly Excel/Word/Outlook.	Essential
Strong communication skills – Both verbal and written. Ability to interact with both colleagues and suppliers.	Essential
Ability to work both individually and as part of a larger team.	Essential
Eagerness to learn and develop new skills.	Essential
Previous experience in a purchasing role or administrative/supportive role.	Desirable

<b>Physical Requirements, Skills, Qualities and Qualifications After Initial Training and Development</b>
Development of product knowledge expected over time.
Training will be provided on Stock Management System
Further training on reporting software

**Structure**



***Date accepted as a job description***

November 2024