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| **1.** | **Job Details** |
| **Job Title** | Purchasing Administrator |
| **Department** | Purchasing  |
| **Responsible to** | Purchasing Manager |
| **Location** | Stony Lane, Christchurch, Dorset, BH23 1EX, UK |

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| **2.** | **Overall Purpose**  |
| Working within the Purchasing Department assisting with the administration of purchasing including raising purchase orders, building relationships with suppliers, negotiating, and purchasing components and materials as and when required in line with company procedures. |

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| **3.** | **Key Areas of Responsibility**  |
| * Liaising with Shop Floor Supervisors, Stores Department and Production Control to ensure that adequate stock of components and materials are always available to meet both current and future orders.
* Maintaining and updating a filing system to meet the department’s needs.
* Liaising with Contracts Department to ensure that current costs of components and materials are known prior to contract prices being agreed.
* Liaising with suppliers to ensure that the most competitive prices can be achieved.
* Ordering and purchasing stocks of components and materials in line with Company policy.
* Always ensuring that the Purchasing Manager is aware of purchasing problems which are liable to effect delivery dates
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| **4.** | **Experience Required** |
| * Experience of working in a busy office environment, (within the aerospace industry not required but preferred)
* Computer literate with excellent working knowledge of Microsoft Office (including Word, Excel and Databases).
* Ability to prioritise work effectively to meet changing demands.
* Ability to communicate clearly, concisely, and effectively, both verbally and in writing (internally and externally).
* Be self-motivated, proactive, and able to use own initiative whilst working as part of a busy team.
* Have a flexible approach to work and ability to adapt to change.
* Possess a professional, confidential, and supportive approach.
* ITAR Compliant.
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| **5.** | **Key Knowledge Areas** |
| * PC literate.
* Enumerative
* Comprehensive English speaking.
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| **6.** | **Key Skills and Technical Requirements** |
| * Ability to understand plans, schedules & order books.
* Ability to read, understand procurement & planning documents i.e. PO's, POD's, GRN, MRP, SAP/Syspro
* Internet searches etc
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| **7.** | **Person Profile** |
| * Self-motivated with an ability to remain resourceful and committed
* Must demonstrate good attention to detail
* Be flexible, adaptive, and proactive
* Good communication skills
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