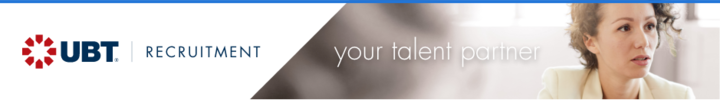
[](https://apply.workable.com/ubteam/)

**Purchasing Assistant**

**On-site**Norton Canes, England, United Kingdom

OVERVIEWAPPLICATION

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**Description**

We have an exciting position available for a **Purchasing Assistant** to join an extremely reputable, family-run SME based in **Cannock.**This role will progress into a Category Manager within a 2 year timeframe. Your role as a Product Category Executive is to support the Product Category Manager with the supply and stock management at the best cost pricing for your specific product category to support growth and maximise the profit of the company.

**Key Responsibilities**

* Secure best pricing from suppliers and prepare and complete competitive quotations for the sales team
* Place daily purchase orders on time for stock and non-stock items
* Checking purchase orders are on schedule and deliveries are booked in
* Manage the MRP system for your category to ensure stock products are in stock to fulfil customer’s demand
* Manage supplier relationships and continually improve supplier’s performance in your category
* Maintain tight control of buying prices and constantly looking at ways to reduce cost prices

**Requirements**

* Experience within a similar role
* Proficient in SAP Highly desirable
* An analytical mind with a strategic ability
* Excellent communication and people skills
* Uphold the company values.
* Engage in the process of continual improvement by suggesting improvements and proactively cooperating with changes.
* Engage with and fully internalise any training provided and use it to become more effective in your role.
* Drive your personal development though self-directed learning and training in order to become more effective in your role.

**Benefits**

Hours of work: Monday- Friday 7.30am-4.30pm (some flexibility available)  
Salary- £25,000- £30,000 pa  
Teams bonus

Excellent progression plan