

G-TEM

Job Description

Job Title	Purchasing Assistant
Department	Purchasing
Location	Gloucester, UK
Hours	37.5 per week 8:00-16:30 (Mon-Thu) 8:00-15:30 (Fri)
Reporting To	Purchasing Manager
Pay Rate	Competitive salary based on experience and qualifications

Role Description

We are seeking a new member to join our Purchasing Department, based at our facility in Brockworth, Gloucester on a day shift pattern.

Role Duties

- Submitting RFQ's received from Engineering out to supply base, progress chase pricing.
- Updating sourcing trackers and data for nomination.
- Supporting supplier visits and fielding supplier phone calls.
- Order raising/tracking for New Model BOP requirements in line with OEM trial timeline.
- Update pricelist and schedule orders as necessary.
- Obtain costings and organise logistics of ex-works BOPs from Europe, USA and Asia.
- Support the Quality Department with PPAP/PSW requirements.
- Keeping supplier records up to date, ISO IATF certs, and IMDS chasing.

- Updating commercial team's price list.
- Keeping PSW drawing library up to date.
- Conducting benchmark activities for BOP/subcontractors/consumables.
- Liaising with DLF suppliers to ensure shop floor racks are kept to a high standard and organisation.
- Benchmark and order raising for day-to-day consumable items.
- Invoice matching.
- Provide level of absence cover across department as necessary and across sites.

This role may also require supporting with stores function when necessary, which can include:

- Stock takes.
- Stock adjustments on internal management database and monitoring of usage trends.
- Replenishment activities across the business to ensure all departments have correct stock available for utilisation.
- Raise discrete enquiries and schedule orders.
- Receipt of goods and distribution to relevant personnel.

Employee Benefits

- 25 days holiday + bank holidays (fixed holidays in-line with our customers).
- Monday to Friday working.
- Learning and progression opportunities within company.
- Workwear & PPE provided.
- Free on-site parking.
- Free eye test vouchers.
- Employee referral program.