

Role Specification – Purchase Order Administrator

Objective(s)

To develop and administrate interactions and transactions between Weldability Sif and an allocated list of suppliers, in order to optimise the Purchase Order Generation and Goods Booking-In processes.

To consult with and advise suppliers in order to improve their understanding of our requirements in support of developing our product portfolio.

To maintain pre-determined stock levels and co-ordinate supplier deliveries, based on required “on-hand” stock levels and mindful of supplier lead-times, using consumption data provided by system-generated reports, spreadsheets, etc.

To capture, log and internally share key purchasing data relating to suppliers and products, via the company computer system.

To reconcile purchase invoices and clear orders for payments to suppliers, ready for authorisation.

To maintain the relevant filing records in support of all purchasing and sales activities, and to manage the archiving process in order to comply with relevant legislation.

Key Duties & Responsibilities

- Handling incoming call from, and making outgoing calls to existing and potential suppliers
- Providing a consistent point of contact for pre-, mid- and post-purchase matters.
- Entering and reconciling purchase orders, invoices, credit notes and the booking-in of goods received within the computer system.
- Utilising Excel spreadsheets to manipulate data and using Outlook/email to communicate internally and externally.
- Ensuring that filing is kept up-to-date daily.
- Assisting with other general office administration support duties.

KPIs

- Accurate, on-time inbound deliveries.
- Stock-on-hand for allocated suppliers.

Qualities & Attributes

Motivated; goal-oriented; team-spirited; familiar with a busy office environment; confident; articulate; resourceful.

Reporting To :

Supply-Chain Manager, Commercial Director

