

## Job Description



Company: Aalberts integrated piping systems Ltd

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Position: Purchasing Support      FTC 6 Months

Location: Doncaster

Reports to: Senior Buyer/Head of Purchasing

Grade: 3

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### Role Summary

Assist and support the development and implementation of the Company's procurement strategy including: - Supplier Approval; Supplier Rationalisation; Supplier performance, Terms and Accreditations, Cost Reduction plus other department objectives.

Support the Buyers and Purchasing Manager in day-to-day duties.

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### Role and Responsibilities

#### Purchase Orders

- Raise non-inventory purchase orders in line with business requirements
- Liaise with suppliers to expedite urgent orders to enhance stock availability
- Update Purchase orders to match the proforma invoice where the new invoice price is agreed by the respective Buyer

#### Invoice Queries

- Reviewing invoice queries in line with price lists
- Liaise with Finance department to coordinate supplier communications regarding payments

#### Database management

- Obtain live supplier lead times & reflecting them within the ERP system
- Ensure all prices within the ERP system are correct

#### Trackers

- Maintain purchase price variance tracker to report cost savings & price moves
- Keep supplier price lists updated & stored in the relevant folders
- Analyse price increases and present the impact to the business to support negotiations with the supplier
- Update Exchange rates, Material Prices, container costs & other fluctuating factors that can facilitate decision making within the department

#### Meetings

- Attend meetings to understand key actions for the purchasing department & where required complete actions in a timely fashion.

#### Supplier Approvals & Set up

The statements included in this job description are intended to reflect, in general, the duties and responsibilities of this classification and are not intended to be interpreted as being all inclusive.

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- Set up new suppliers within the ERP system, obtaining critical documentation in advance to ensure the supplier is suitable for the requirements of the business.

### Benchmarking

- Issue RFQ's to suppliers. Liaising cross functionally to obtain supplementary information such as technical drawings to send to the supplier.
- Analysing the responses from suppliers to ensure competitive pricing is obtained.

### Samples

- Arrange for samples to be sent to suppliers where required & complete the relevant documentation for shipments to the far east

### Sourcing

- Manage MRO spend: packaging, oils, lubricants, paints etc.

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## Profile / Background

- A background in a Purchasing related function is desirable
- Familiarity with an ERP system is desirable

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## Core Competencies

- Communication
- Planning
- Problem Solving
- Personal effectiveness / commitment
- Change Management
- Influencing and Negotiation
- Commercial Awareness

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## The Aalberts way | winning with people



**be an entrepreneur**

We explore and make dreams happen.

We adapt, innovate and focus on our customers' requirements and give them back so much more than they expect.



**take ownership**

We are responsible for achieving our own commitments.

Proactive, accountable, and empowered to perform.



**go for excellence**

We are passionate, self-critical and persistent in everything we do.

We challenge the status quo, push boundaries and think outside the box. And we deliver results.



**share and learn**

We learn from each other by being professional and open-minded.

We get better every day. We are not afraid of failure. In fact, we embrace it as a valuable stop on the route to success.



**act with integrity**

We lead by example, act transparently and speak up.

We are professional at all times, and in everything we do

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