



# Role Description

Role Description	Purchasing Assistant
Document owner:	Operations Manager
Version:	220914
Keep informed:	Purchasing Assistant

## 1. Overview

Reporting to the Operations Manager, the Purchasing Assistant is responsible for monitoring and maintaining stock levels to ensure that they fit with current requirements and lead times. The purchasing assistant is also accountable for building relationships with suppliers, expediting updates on orders and understanding how relationships can be improved to benefit the business.

## 2. Duties and responsibilities

### 2.1. Supplier Management

- Build effective supplier relationships and support the senior purchaser to develop these further by assisting on supplier visits and attending exhibitions
- Work with suppliers, identifying works that can be subcontracted in terms of assemblies and box builds and notifying the senior purchase of such opportunities
- Proactively expedite suppliers for updates on orders, looking at overdue orders plus those that are due in within the coming week.
- Identify and inform the senior purchaser of any supplier poor performance issues or any other supplier concerns
- Understand suppliers manufacturing processes and how they affect the business, as well as how they can be improved
- Support the senior purchaser (as directed) with negotiations with new and existing suppliers
- Look for and identify opportunities for cost reductions on stock

### 2.2. Purchasing and stock management

- Monitor stock levels to avoid over stocking and ensure that they tie in with current requirements, taking lead-times and the demands of our customers into consideration
- Monitor and support Kanban/floor stock as required
- Monitor end of life products and obsolescence, raising any concerns
- Raise purchase orders on time and in line with MRP requirements, analysing data to ensure that it reflects actual, historical, current, and future requirements
- Keep lead times updated in line with actual lead times provided from suppliers
- Understand how costings affect the business and ensure that standard costings accurately reflect the actual costings
- Update monthly purchasing metrics and produce month-end reports to include critical parts, supplier OTIF, supplier quality and recording stock turns
- Ensure the quality of supplier returns, replacement and repairs
- Manage the Purchasing email inbox, working with other Purchasing team members to ensure emails and issues are allocated, resolved, and filed for reference

### 2.3. Operations Planning

- Monitor and update the system on a weekly basis to understand what is outstanding and taking appropriate actions
- Support the senior purchaser on effective operations planning
- Deputise for the senior purchaser during times of absence to ensure continuity of effective operations planning

### 2.4. Other

- Work with senior purchaser for continuous improvement
- Other duties as agreed

## 3. Revision History

<b>Revision</b>	<b>Changes</b>
220912	AB: KS Updated
200902	Rebranded, no content changes - JC
190902	Revision history added