

PURCHASING ASSISTANT

The Role:

Logic Fire & Security - a market leader in the Fire & Security industry, is looking for a talented individual to join our Stock Control & Fleet Management Team. Your role is to work alongside the Product Buyer & Stock Controller, assisting them with management of company stock and fleet, assessing purchasing priorities based on the works listed on the system and liaising directly with both suppliers & clients to ensure supply needs are met.

The Candidate: Skills

We are seeking a dynamic, confident purchasing assistant with office-based experience and strong commercial awareness. You will have ideally worked in the construction environment or have a good knowledge of dealing directly with commercial suppliers. Have excellent communication and negotiation skills and the ability to manage client expectations and requirements. The successful candidate should have great attention to detail, an understanding of budget control, strong organisational and planning skills, and the ability to work well as part of a team or on their own initiative.

Main Duties:

- To manage storage, issue and returns of stock to ensure the smooth and efficient processing of works through the company, utilising the nominated courier service to ensure that all parts are sent to site when required.
- To ensure that client stock requirements are met and that we achieve our client's supply needs, building excellent working relationships with key clients and that invoicing for stock is completed promptly following dispatch.
- Support the management of our Supply and Commission process in conjunction with our respective end clients, ensuring that stock is ordered and supplied in line with end client expectations and invoiced accordingly.
- To assist in the management of company plant, following set processes to ensure that allocation and re-stocking is tracked, that equipment is maintained to required standards and plant is hired in a cost-effective manner.
- Effective management and coordination of monthly vehicle submissions from engineers, leading to timely scheduling of service and maintenance requirements of the company fleet of vehicles.
- Management of the business Vehicle / Fuel Card portal, ensuring all data held is accurate and monitored to ensure compliance within our fleet of vehicles and the respective drivers.
- To maintain appropriate stock levels in engineer vans, following process to ensure they have the required equipment to carry out their required duties in a cost-effective manner.
- Oversee the stocktake process of both main stores location and also that of the respective vehicle locations to ensure accurate reconciliation of stock files.
- To meet health and safety requirements for the company including the process and issue of PPE for engineers.
- Processing and management of environmental waste ensuring compliance is achieved at all times.
- To chase stock orders with suppliers and Proof of Delivery notes (POD's) in a timely manner.
- Deal with incoming calls from customers, dealing with their query or directing them to the correct department.

Remuneration:

- Salary (dependant on experience) paid monthly.
- 40 hours per week Monday to Friday.
- Annual leave entitlement is 21 days + bank holidays per annum increasing by 1 day year at the commencement of the new leave year, up to a maximum of 5 additional days. This is effective after the completion of 1 year's service.
- Company Pension.

Logic Fire and Security are an Equal Opportunities Employer and proactively promote equal opportunities throughout the Company. Logic has a Zero Tolerance policy regarding any harassment in any form.

If you are interested in the above position, please respond in writing with your CV and cover letter to recruitment@logicfireandsecurity.com