



Logistex provide automated materials handling and software (WMS) solutions for warehousing operations and we are currently seeking a

Junior Project Buyer

Reference number: 2022-40

Salary & Benefits: Competitive salary, 25 days holiday plus public holidays with the option to buy an additional 3 days, pension scheme, tax free childcare, cycle to work scheme, free parking, opportunity for career progression

Hours: 37.5 hours

Location: Kettering/Hybrid

Contract type: Permanent

Role details:

Due to business growth we are looking for a Junior Project Buyer. Working within the Project Purchasing team, your focus is to place and expedite Purchase Orders in a timely manner to ensure we meet our project schedules, whilst supporting the project team in purchasing tasks in the common goal to achieve schedules, cost and quality requirements for supplied goods and services.

- To issue enquiries, and place orders / order amendments for project related goods / materials.
- To expedite goods / material orders through to final delivery and report status information to the Project Manager, Purchasing Manager, Installation Manager and Site Manager (as necessary, depending on circumstances).
- To record deliveries via issue of a Goods Received Note (GRN) on the ERP System.
- To attend weekly project progress meetings and report on purchasing progress.
- To authorise invoice payments and resolve any associated invoice queries.
- To update the project procurement plans with order details (Order numbers, prices, delivery dates etc).
- To investigate and resolve supply related problems, such as late deliveries, shortages, damaged Goods and Materials, warranty issues etc.
- To assist in the maintenance of a competitive Approved Supplier List, including the issue of Supplier Accreditation Documentation.
- To establish and maintain new projects order filing system.
- To comply with the requirements of the Company's QMS standards and the Projects Purchasing Departments Procedures.
- To provide administrative support to the Purchasing Team in completed ad hoc requests.

No agencies please.

Qualifications: Graduate in relevant area / Demonstrated ability in key skills listed and/or experience in working in a fast-paced office environment. Computer literate in MS365 applications.

Closing date: 19th August 2022

To apply: To start growing your future at Logistex, please submit your CV and covering letter to careers@logistex.com

Logistex Ltd is an equal opportunities employer and will consider all applications on the basis of their relevant merits and abilities