

## Job Description: Purchasing Officer

### Job Summary/Objective:

Responsible for ensuring that Purchase Orders are raised and approved, goods and services are received and orders are receipted in a complete, accurate and timely manner. The Purchasing Officer is expected to liaise with suppliers across the business to align the purchasing process with sales objectives and overall business strategy.

### Responsibilities & duties:

- Raise Purchase Orders in line with business rules
- Ensure Purchase Orders are approved in line with business rules
- Email the Purchase Order to the supplier (where the system does not support automatic emailing of the Purchase Order)
- Receipt Purchase Order based on an approved goods receipt note/delivery docket
- Request credit notes from suppliers and send to Accounts Payable for processing
- Establish sound relationships with suppliers, ensure lead times are met and expedite outstanding orders
- Drive continuous improvement across Purchasing process

### Skills/Attributes required:

- Strong understanding of Purchasing principles and processes
- Experience with Purchasing systems (preferred)
- Analytical and have the ability to solve purchasing and inventory related problems
- Strong data entry skills
- Excellent verbal and written English communication skills
- Proactive, highly motivated and flexible
- Highly organized
- Experienced with MS Office including Word, Excel, and Outlook

### Qualifications/Experience required:

- Bachelor degree preferably Business Administration, Accountancy or Finance
- 1 - 2 years experience in a Purchasing role, including data entry