

Vacancy – Purchasing Assistant

Job title:	Purchasing Assistant
Reference:	0034
Salary:	£. competitive. plus benefits
Reporting to:	Senior Buyer

Position Type:	Permanent, Full-time
Location:	The Midway - Nottingham
Centre:	L.B. Foster TEW Engineering
Closing date:	16/04/21

Outline:

This position holds operational and tactical responsibilities for managing supplier quality, cost, and delivery in line with company requirements and strategic responsibilities.

The purchasing assistant will be required to develop and maintain strong working relationships with the supply base and internal stakeholders including HSE, Quality, Finance and Engineering Projects. Additionally, maintain and update records and documents relating to the MRP system and company processes.

Responsibilities Include:

- > Quality – Vigilant and constantly trying to reduce poor quality product from entering the business. Promoting adherence to standard work practices and their improvement.
- > Continuous improvement – Understands CI approach and actively promotes CI activities when possible.
- > Problem Solving – Engages others as required to problem solve and identify robust solutions to route causes.
- > Housekeeping – Regularly uses audit systems with noticeable improved housekeeping in areas from both visual and audit scores.
- > Approach – Demonstrated a positive approach to business needs, colleagues, and the work environment.
- > Performance & Results – Driven to deliver continual improvement and achieve set results and objectives.
- > Commitment and effort – Show commitment to the dept, plans and objectives with the ability to constantly exceed customer expectations, prioritise areas where efforts are most effective to business need.

Skills & Experience Required:

- > Supply chain management, procurement or purchasing related experience.
- > Experience of working with demanding time scales and in a fast-paced environment.
- > Experience of working in a continuous improvement/Development focused organisation.
- > Engineering or technical background would be an advantage.
- > Good interpersonal relationship skills.

To Apply: By email, enclosing a current CV & cover letter, quoting the job title & reference to ukcareers@lbfoster.com

For more information and a full job description, please contact the Human Resources Team on 0114 256 2225

(no agencies)