



**Job Title:**

**Chemicals & Food Ingredients – Purchasing & Administration Officer**

**Relationships:**

Your immediate line manager is: The Purchasing Director

You are responsible for: The purchase, procurement & administration and logistics of products for our chemicals & solvents and food ingredients divisions.

You may seek assistance to carry out your function from:

- The Purchasing Director and other members of the purchasing team, our operations department and other support functions

**The successful candidate will;**

- A minimum B.Sc in chemistry or a related discipline combined with a recognised qualification in Purchasing and Materials Management with at least 3 years' experience working in the Chemical Industry
- Experience in Cost Reduction programmes and in Price Rise Negotiations
- Undertaken Supply Chain Management, including stock & logistics management
- Carried out Supplier Performance Evaluation's
- Experience in sourcing commodity raw material pricing index's analysing the information and reporting to the relevant departments
- Developed and implemented innovative procedures and processes
- Excellent organisational, negotiation, communication & numerical skills and be able to plan and prioritise, and to manage their own time effectively
- Work as part of a purchasing team to achieve the Departments stated objectives
- Have good commercial acumen, and an ability to solve problems
- Possess good computer skills and have knowledge of using integrated ERP systems

**Principal tasks of the job:**

- Monitoring sales orders and ordering from suppliers to ensure our customers' needs are satisfied
- Tracking the progress of open purchase orders and keeping our customers updated if any delays or problems occur
- Dealing with any order / invoice queries and ensuring our stock system has the most up to date information
- Arranging logistics and paperwork for goods inwards and outwards

- Liaising with other operational managers and departments in relation to inventory performance issues, review current procedures for the identification and resolution of any stock issues
- Ensure all price changes from suppliers are communicated and actioned
- Working with other team members to monitor the performance of existing suppliers to ensure we identify and correct any deterioration in quality, service or competitiveness
- Negotiate competitive supply arrangements in line with the company strategy
- Protect the security of supply of our existing key raw materials and manage and mitigate any supply risk
- Manage raw material cost reduction projects
- Regularly review and update standard costs for materials on our ERP system

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation