

Purchase Administrator



Unit Engineers & Constructors Ltd have an immediate position available for a Purchase Administrator. The Purchase Administrator will be responsible for carrying out all administrative tasks relating to the purchasing/control of products, accurate and up-to-date record-keeping, as well as invoices checking and processing.

Location:

UECL Office, Humberside

Salary:

Salary to be determined based on experience.

Benefits:

Company Pension
25 Days Holiday
Life Insurance
Health Cover with discount benefits
Casual Dress

Job Type :

Full time, Permanent
(37.5 hours per week)

**Please send all CVs to
CV@unitbirwelco.com**

Main Responsibilities:

- Receive requisitions (electronically), log and raise purchase orders on SAGE and send copy to suppliers.
- Process and file all purchase invoices received electronically
- Chase any outstanding invoices to be authorised
- Chase up discrepancies in invoices and act accordingly
- Keep all purchase documentation electronically filed
- Scan and electronically file all delivery notes/material certs etc. to relevant purchase order/job folders
- Answer telephone calls and queries (shared by all admin)
- Order stationery supplies when necessary (shared by all admin)
- Help Project Managers as and when required
- Ensure the Supplier database is kept up-to-date

This job profile sets out the main duties and responsibilities of the job holder. It does not constitute an exhaustive or comprehensive description of duties and the job holder will be required to carry out any additional tasks as and when requested to do so by their manager.

Responsibilities and duties may also change in light of future business needs and personal development.

Qualifications & Experience:

- Proficient in Microsoft Excel, Word, Adobe, and Outlook
- Experience working with SAGE would be advantageous
- Experience in a similar role