JOB DESCRIPTION

JOB TITLE Purchasing Assistant
DEPT/SECTION Commercial Services
RESPONSIBLE TO Stores Procurement Officer
MAIN PURPOSE OF POST To ensure stock in Stores held for Commercial Services meets the current requirements of the Service

DUTIES AND RESPONSIBILITIES
The postholder must, at all times, carry out their duties and responsibilities to comply with Borough Council policies/procedures.

1. To be directly involved in the purchasing of building materials required to maintain the Council's housing stock by raising purchase orders and booking stock in.

2. To take ownership of the physical stock profile held within stores ensuring sufficient levels are maintained.

3. To update the online stock profile on the Council's IT system accurately and amending any issues as they arise.

4. To respond to the changing demands of the service including seasonal differences in materials required as well as addressing supplier shortages and price alterations etc.

5. To investigate any quality issues with materials and determine if action is required.

6. Be involved in the ordering of non-stores materials such as kitchens and bathrooms.

7. Carry out stock checks throughout the year.

8. Order Personal Protective Equipment and Workwear for the Council

9. Control the records for the disposal of the Council's waste which is generated from maintenance works.

10. Liaise with colleagues within Commercial Services to provide the necessary information for insurance claims relating to the section.

11. Assist with other areas within Commercial Services and any other duties which are similar to the responsibility level and grade of the post.

To be aware of and implement the Council's Equal Opportunities Policy.
PERSON SPECIFICATION

JOB TITLE: Purchasing Assistant

DEPT/SECTION: Commercial Services

SKILLS/KNOWLEDGE/ABILITIES

ESSENTIAL

1. Ability to work on own initiative and as a member of a team
2. Ability to communicate sensitively and effectively
3. Ability to work under pressure and to meet deadlines
4. Careful attention to detail and an ability to record information accurately and legibly
5. Ability to respect confidential nature of much of the work
6. Clear concise presentation of work
7. Knowledge of computerised systems
8. An awareness of Equal Opportunities and a commitment to implement the Council’s Policies on equal opportunities

DESIRABLE

1. Ability to read and analyse data accurately

EXPERIENCE

ESSENTIAL

1. Computer skills with excellent keyboard skills
2. Use of databases, spreadsheets, word processing and other software applications

DESIRABLE

1. Previous experience in a stores environment
2. Commercial Awareness

QUALIFICATION/TRAINING

ESSENTIAL

1. GCSE grade 4 (GCSE C or above) or equivalent in Maths and English.

DESIRABLE

1. Appropriate NVQ or equivalent