



Vacancy: Assistant Purchasing Co-ordinator

Mecc Alte manufacture a wide range of industrial alternators from its plant in Oakham, working closely with its parent company (Mecc Alte SPA, based in Italy) and its customers to ensure top quality products are delivered throughout the product lifecycle.

The Purchasing office currently requires an Assistant Purchasing Co-ordinator with excellent attention to detail, organisational skills, computer skills including Word, Excel, and Outlook. Knowledge of SAP preferable, although this is not essential as full training will be provided. The Assistant Purchasing Co-ordinator will be responsible for all non-production and minor production purchasing activity within a busy office environment. The individual applying for this position should have a keen eye for detail, be self-motivated and able to work on their own initiative / as part of a team. Excellent time management and organisational skills are a prerequisite.

Specifics:

- Source new suppliers
- Ordering of non-production items
- Assisting Purchasing Co-ordinator and Purchasing Manager
- Purchasing administrative duties
- Benchmarking suppliers
- Create Purchase Orders on SAP system
- Expedite Purchase Orders with suppliers
- Schedule Purchase Orders in line with current demand
- Booking goods received onto SAP
- Maintaining non-stock items stock levels
- Any other reasonable tasks deemed appropriate
- 40 Hours a week 8:30 - 5:30 with an hour lunch (some flexibility may be possible)

This position would suit someone looking to either move into a professional Purchasing career or someone looking to gain further experience of a Purchasing Function.

Essential Skills and Knowledge

- Experience in Purchasing Administration/supply chain environment
- Be able to work unsupervised and meet set deadlines
- Good communication skills
- Excellent Microsoft Office – Excel and Word in particular
- Be methodical and ensure Procurement procedures for the Company are adhered to and enforced on all levels
- Well-organised and focussed
- Good interpersonal skills
- Meticulous
- Passion and enthusiasm for your area
- Ability to work under pressure, prioritise and multi-task
- Self-motivated and ambitious

Desirable Skills and Knowledge

- SAP experience desirable

Other Information:

Hours of Work: Full-Time: 40 hours per week, Monday to Friday (0830-1730 hours, 1 hour lunch)

Salary: Attractive Package (dependent on experience)

Benefits: Annual Profit-related bonus; Attendance bonus

5% contributed Company Pension scheme

20 day's holiday plus Bank Holidays (increasing with service)

If you are interested in applying for this position, you should submit your CV with a covering letter explaining why you want the position, directly to hr@meccalte.co.uk