

Role Profile: **Purchasing Assistant - Procurement**



JOB TITLE:	Purchasing Assistant - Procurement
REPORTING TO:	Internal Purchasing Manager
BASE LOCATION:	Ashford

About Us

VJ Technology is a UK leading distributor of fixings, construction, fasteners and building consumables to the construction and infrastructure sector. We are a team of over 160 knowledgeable professionals, and we pride ourselves on the customer experience. In our world, customer service isn't a department, it's a way of life!

Our culture is strongly supported by our values, and we are passionate about innovation and excellence made possible by our day-to-day behaviours like transparency, colleague recognition and continual improvement. Our relaxed but incredibly professional environment facilitates us doing our best work and being the very best version of ourselves that we can be. To enable this, we encourage and support a learning environment. We are hardworking but have a lot of fun in and out of the workplace and we spend time giving back to our community and chosen charities.

We are connected to some of the most iconic projects, some of which you may have heard, The Channel Tunnel and The Emirates Stadium. Most recently we've been involved in the transformation of Battersea Power Station and the HS2 Project, where we have just launched our first VJ iStore®.

We are **committed** to **collaborate** with our customers to provide **sustainable**, creative supply chain solutions through our investment in people, technology, products and services. We are **passionate** about what we do and want to help our diverse stakeholders build a better future.

Our Vision

Anchoring ourselves as the No1 impartial supply-chain partner to construction and infrastructure.

Our Values

- **Passionate**
- **Committed**
- **Knowledgeable**
- **Collaborative**
- **Fun**

Your purpose

The key element of this role is to work within the Procurement department, supporting all areas of the Supply Chain.

Your day-to-day role

- Providing Procurement Customer Service support
- Order batch management
- Requesting Proof of Delivery (POD) and Estimated Time of Arrival (ETA) information from suppliers
- Daily order processing and purchase order management
- Providing support with problem solving and order investigations
- Working closely with sales and operations liaison daily
- Communicating professionally between all stakeholders daily
- Understanding personal and departmental Key Performance Indicators (KPIs) and goals

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- Developing supplier relationships
- Ability to interchange between different functions within procurement when support and/or training are required
- Any other task and/or project as reasonably requested.

You should apply if you

- Possess understanding and be a confident user of software packages such as Microsoft Office with ability to learn procurement systems
- A keen interest in margin calculations and targets
- Previous experience working within a busy and fast paced environment
- Confident telephone manner
- Ideally, but not essential, to have previous experience within a procurement team.

Do you have the following competencies and capabilities?

- **Business Processes and Procedures** – you demonstrate a keenness to quickly gain knowledge of processes, policies and procedures
- **Listening and Communication** – you communicate effectively with suppliers and other stakeholders and relate to others in a confident and relaxed manner whilst listening and understanding requirements
- **Analysing and Interpreting** – You show evidence of clear analytical thinking and get to the heart of complex problems and issues
- **Organising and Executing** – You plan ahead and work in a systematic and organised way with the ability to prioritise tasks and time efficiently. You follow direction and procedures and you focus on customer satisfaction and deliver quality service to the agreed standard
- **Professionalism and Teamwork** – you are a team player, and always maintain strong ethics, integrity and professionalism, with the ability to build strong professional relationships with all stakeholders
- **Work Execution** – you can execute on high levels of workload effectively and with accuracy when required to meet the business objectives
- **Adapting and Resilience** – you adapt and respond well to change. You are able to work under pressure and to tight deadlines whilst maintaining effective emotional resilience
- **Proactive and Self-motivated** – you anticipate future challenges, needs or changes and can develop solutions to address these, whilst seeking out opportunities which benefit the business and your team

Your scope (delete where not applicable)

- Daily management of order processing
- Driven and focused on target hitting and customer satisfaction KPI's
- Daily management off all order batches within customer service and procurement