



Job responsibilities

- Sole responsibility for pro-actively managing order acknowledgments in the system
 - Updating and pro-actively chasing order acknowledgment dates from suppliers and business partners, including chasing for updates on lines with no acknowledgment and acknowledgments confirmed for delivery after the system required date.
 - Managing business partner open order books to extract data in relation to delivery date updates, recording changes and mismatches and escalating/processing each accordingly
 - Communicating received acknowledged dates to planners, buyers and commercial team members
- Main point of contact for Goods Inwards queries daily
 - Working with GI to resolve and escalate where necessary all queries with receipted PO's including but not limited to; processing back-order lines and contacting suppliers about shipment queries. All queries must be dealt with in a timely manner with a pro-active problem-solving approach
- Sole responsibility for the management of the Purchasing Group inbox
 - Extracting data that needs updating on the system, processing queries from suppliers, escalating additional queries to the buyers from other areas of the business and supply chain, ensuring no outstanding queries remain unactioned at the end of each day.
- Chasing suppliers for over-due orders that have not been receipted to their system acknowledged date
 - Updating the system with this information and sharing with the buyers and planning in each instance as required
- Answering Purchasing Group calls from internal and external callers
 - Effectively managing each call, taking messages, transferring calls etc. between the team and departments as necessary
- Assist and support the buying team with the management, processing and updating of indirect purchase orders
 - Not limited to stationary, consumables, workwear, refreshments/housekeeping items and other commodities as they arise.
- Any other purchasing/planning administrative duties as required at the request of the planners, buyers or department manager that reasonably are not covered by the above detail.

Job requirements

- - Proficiency in Microsoft packages especially Excel
- - Strong verbal and written communication skills
- - Strong attention to detail
- - Excellent organisational skills to manage multiple tasks efficiently
- - Knowledge of logistics processes to facilitate smooth supply chain operations

Contact

- Heather Parker
- HR Advisor
- ESCATEC Mechatronics Ltd
- Wycliffe Industrial Park, Leicester Road, Lutterworth, United Kingdom, LE17 4HG
- eukhr@escatec.com
- 01455 555536