



Job Description

PURCHASING TEAM LEADER- Temporary Maternity Cover

Overview

The key purpose of the role is to effectively support our expanding Corporate Account Team within Commercial, who currently manager over 2000 accounts, with nearly 70% of these ordering electronically. This team in turn supports the Business Development Managers who are field based and responsible for gaining new business.

This is a vital role to maintain the day to day running of the Stationery Department and continues to improve the standard of efficiency and service levels to customers both internal and external – this is achieved by the monitoring of stock levels and supplier performance.

We want you to...

- Monitor training & development of three Purchasing Assistants
- Hold monthly One to Ones & manage staff development plans
- Price & source large stationery tender products
- Load catalogues on our ERP system
- Build & maintain relations with colleagues & external suppliers
- Attend regular training sessions to improve product knowledge
- Hold regular internal training sessions to develop staff product & system knowledge
- Hold regular account reviews with suppliers
- Attend supplier MI & monthly KPI's – Gold Suppliers
- Implement systems that maintain order and guide team members toward meeting company goals and objectives
- Set and monitor KPI's & score performance against pre agreed SLA's

You have got.....

- Previous administration and customer service experience
- A minimum of 5 GCSE's (or equivalent), including Maths & English
- Excellent leadership skills
- Excellent communication skills; both written and verbal
- Excellent attention to detail
- Enthusiasm and self-motivation and the ability to think ahead
- The ability to manage busy workload and prioritise tasks
- Experience of using Microsoft Office

Why Commercial.....?

- Competitive salary
- 25 days holiday (plus bank holidays)
- We also offer other benefits including a Company contributory pension scheme, cycle to work scheme
- To work within a growing Company with excellent career progression opportunities