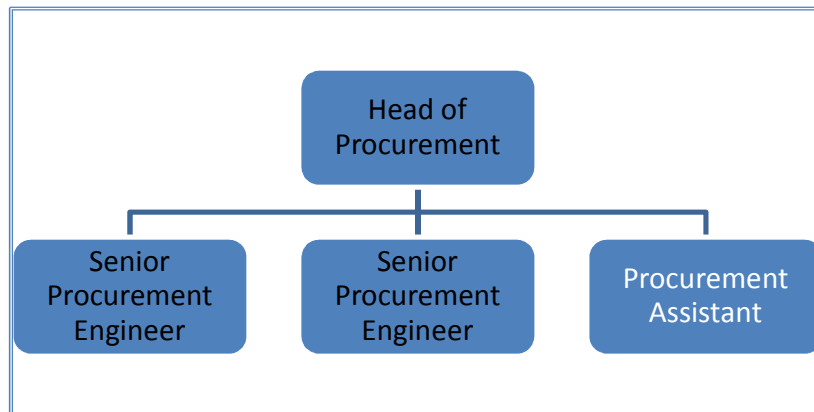


Job Description

Job Title: Procurement Assistant
Reports to: Head of Procurement
Direct reports: None
Budgetary Responsibility: None

Organogram:



Purpose of the Job:

To support the Procurement Team with day-to-day administrative duties such as maintenance of ERP/MRP data base, issue and progress Request for Quotations, General Enquiries and Purchase Orders.

Key Accountabilities:

- Maintain MRP/ERP data base.
- Meeting project and MRP timetables.
- Supporting procurement team with market / data research.
- Ensuring materials and services supplied to Contract.
- Compliance to department and business procedures.
- Recording and reporting functional KPI and Supplier KPI as applicable.

Knowledge, Skills and Experience Required:

Required:

- Qualified to at least A-level.
- 2-3 years ERP/MRP experience.

- 2-3 year Procurement Function experience including direct supplier contact and supply performance responsibilities.
- Good Microsoft Word, Excel and PowerPoint skills.
- Experience of Quality Management Systems (ISO / trade).
- Project Management.
- Excellent interpersonal and influencing skills.
- Able to work upon own initiative within agreed parameters, and highly reliable

Desirable:

- Chartered Institute Purchase & Supply (full-part qualified).
- Micro Soft Project Management

Internal & External Relationships:

- Liaison with manufacturing and research colleagues regarding procurement interests, ensuring high levels of customer satisfaction are maintained.
- The ability to establish personal influence and credibility with internal stakeholders and key suppliers will be essential.

Remuneration

The ideal candidate will receive a competitive salary, together with a benefits package including excellent contributory pension, cycle to work scheme, share save scheme, childcare voucher scheme and life insurance.

To apply

Please send a full CV detailing relevant experience together with details of current remuneration package to: recruitment@cerespower.com or Ceres Power Ltd, Unit 18 Denvale Trade Park, Haslett Avenue East, Crawley, West Sussex, RH10 1SS www.cerespower.com