 **Purchase Administrator   
Aintree – Full Time**

At Sankey Health we supply a wide range of solutions for working arrangements with Display Screen Technology. The perfect modern-day office will encompass Screen Mounting Solutions, Height Adjustable Workstations for Sitting and Standing, Ergonomic Desktop and Under-desk Accessories plus Ergonomic Workchairs and Task Seating for the most demanding environments. By investing in ergonomic office furniture, you are investing in a healthy future, free of the strains associated with modern office living.

You will play a key role in assisting the Head of Purchasing in the daily procurement activities of the Company.  
This role involves procurement and maintenance of inventory and services within the agreed budget controls to enable service level agreements to be achieved. The role will also involve the administration of ad hoc requirements and general duties as and when these arise.

**About The Role:**

* Managing workflow and the raising purchase orders, expediting and co ordinating availability and delivery information.
* Maintenance of all inventory details within the system, to ensure minimum stock levels, descriptions, SKU details, pricing, vendors and pricing are kept up to date and correct.
* Maintenance of database integrity including all requisitions, orders, invoices on occasion and returns ensuring accuracy.
* Strive to continuously improve communication to all areas of order processing.
* Possible requirement to provide support and training for ERP database system new users and refresher training for existing users where identified.
* Add integrity to requisitions and procedures.
* Complete all tasks within required and set financial periods concentrating on meeting KPI’s.
* Provide support and assistance to the Head of Purchasing in activities including cost saving, supplier assessment, product standardisation and supply chain management, naming some but not all.

**About You:**

* Ideally willing to study towards (CIPS) Chartered Institute of Procurement & Supply
* Good people skills to ensure the efficient purchasing of products and services and inventory control practices are managed to the highest standard
* Able to interact with other departments and act and follow instructions
* Have a good understanding of ERP systems and Windows Office programs.

**The Benefits:**

* Pension Scheme - We pay your auto-enrolment pension at 8% total
* Health Scheme – Opticians, Dental, Physio & more!
* 24/7 Doctor helpline – book a Telephone or Video Appointment with a GP
* Employee Assistance Program – 24/7 telephone counselling helpline
* Life Insurance Scheme – 4 x your annual salary
* 33 Days Leave Including Bank Holidays, pro-rata for part-time hours
* Training and Development opportunities