



Job Description

Post – Admin/Buyer

Job Title : Office Administrator / Buyer

Reporting To : Senior Buyer

Salary : £12,000 – 20,000stg

Main Duties

1. Negotiate pricing and delivery of material requirements for production and office supplies within budget.
2. Monitor the performance of suppliers and engage in corrective control measures.
3. Maintain records of orders, stock listings and work scheduling.
4. Participate in team meetings, briefings and contribute to the overall company efficiency.
5. To act as the initial telephone contact person for enquiries, and to deal with basic enquiries.
6. Participate in Canteen rota.
7. Carry out any other duties reasonably required by your employer.

The company is in a competitive market place and so while the above list is an indication of main responsibilities and duties it is by no means exhaustive and should be expected to change and develop as the Company changes and develops to meet varying operational requirements.