



## **JOB DESCRIPTION – Purchasing Administrator**

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**Reporting to:** Purchasing Lead/Asset Manager  
**Location:** Sayers Common, West Sussex

### **Function:**

To assist the Purchasing department with the review and purchase of inventory to meet business requirements. Liaise with suppliers and deliver a high-quality service level, ensuring on time deliveries. Develop Avtrade/Supplier relationships.

### **Responsibilities:**

- Assist in sourcing inventory to quality and industry approved standards
- Obtain vendor quotes and input data onto system database
- To support Purchasing Executives to utilise Avtrade Pooling solutions, maintaining optimum inventory levels to support Avtrade business
- Assist in negotiations with Suppliers to obtain best price, terms and warranty
- Issue purchase orders on behalf of Avtrade
- Purchase non-stock items and commercial buys, both on standing orders and for specific requirements.
- Assist with stock checking non-stock items & commercial buys
- Update Avtrade systems with relevant information
- Chase & review trace paperwork
- Expedite open orders to achieve delivery requirements
- Develop Avtrade/Supplier relationships
- Attend supplier meetings including occasional travel to supplier sites
- Support with obtaining warranty return approvals from suppliers
- Produce data reports, help to monitor departmental KPI's
- Support the Asset Manager to undertake other duties /projects as required
- Adhere to Avtrade processes and procedures
- Understand and adhere to Export Control regulations where relevant

### **Requirements:**

- Previous experience working in an administrative role within an office environment desirable
- Knowledge of aircraft components advantageous but not essential
- Professional, confident and courteous phone manner
- Excellent communicator at all levels, good at building relationships
- Capability to use initiative, aptitude to recognise and respond to problems
- Good organisational and time management skills
- Numerate, accurate with the ability to meet deadlines and targets
- Ability to use Excel, Word and Outlook, previous experience with Quantum & NAV favourable
- Performance driven with the desire to succeed
- Flexible and adaptable to work in a busy environment

- To work a 37.5-hour week, Mon-Fri between 07:00 – 19:00, flexibility on work hours' essential
- Language skills desirable