

JOB DESCRIPTION

JOB TITLE: RMA Coordinator & Purchasing Assistant
REPORTING TO: Purchasing Manager
WORKING HOURS: 37.5 hours Monday - Friday
LOCATION: Sunbury-on-Thames

ROLE SUMMARY

An exciting opportunity has arisen for a RMA Coordinator & Purchasing Assistant to join a fast growing technology company. AVMI is the UK's leading provider of Audio Visual and Video Conferencing solutions and is expanding rapidly overseas as well as developing a number of market leading innovations.

Working with the Operations and Sales teams at our Sunbury office, you will manage all RMA's of faulty/not required equipment. You will also assist with purchasing overhead costs for the company; this is for our UK Company and abroad.

DUTIES AND RESPONSIBILITIES

Responsibilities include, but not limited to:

- To arrange all RMA's liaising with suppliers and warehouse.
- Chase for credits for faulty/not required kit.
- Complete the system works for all RMA's.
- Run monthly RMA report to keep track and monitor the volume of RMA's.
- Book non-project travel for employees.
- Onboard all sub-contractors for AVM Impact Ltd.
- Run monthly reports for expired insurances for all sub-contractors.
- Run reports twice a month to reduce the amount of leftover kit in the warehouse.
- Work with the Purchasing Manager to collate all supplier rebate figures once a month.
- Process insurance claims for damaged kit.
- Raise all non-projects PO's (company overheads etc.)
- Raise PO's for all demo/loan kit and arranging return of these units.
- Keep track of all marketing funds/sponsorship revenue.
- Monitor courier spend and raise necessary PO's.
- Raise all Hire PO's.
- Assist with other adhoc duties including filing, answering the phone and covering other Purchaser's work if on leave, as and when required.

SKILL SET REQUIREMENTS

- Good communication skills, written and spoken.
- Competent on Excel.
- Experience in office admin.
- Organised and methodical approach.
- Attention to detail.
- Enthusiastic and flexible.

WHY WORK FOR AVMI

- Be part of a fast-growing company working with some of the world's biggest brands.
- Ambitions to become a global player (recent office openings in New York and Hong Kong).
- An evolving business that provides great opportunity for development and progression.
- Full training program provided.
- Great team environment.