

JOB DESCRIPTION

JOB TITLE: Purchasing Assistant
REPORTING TO: Purchasing Manager
WORKING HOURS: 37.5 hours Monday – Friday
LOCATION: Sunbury

ROLE SUMMARY

An exciting opportunity has arisen for a 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 the procurement of our projects in the UK and abroad.

DUTIES AND RESPONSIBILITIES

This will be a varied role, responsibilities include but are not limited to:

- Loading and ordering installation projects and Boxdrops sales in Dynamics.
- Liaising with Project Managers & Projects Coordinators regarding projects timelines.
- Liaising with suppliers to confirm costs and ETAs of kit.
- Raising purchase orders for kit and services.
- Chasing suppliers on outstanding orders.
- Keeping to project deadlines.
- Assisting with other ad hoc duties including filing, answering the phone and covering other Purchasers' work if on leave, as and when required.

SKILL SET REQUIREMENTS

- Good communication skills, both 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