

Job summary:	<p>Purchasing admin support job description</p> <p>An administrative role to support the purchasing and trading teams in ensuring correct coverage of PI stock across the Phoenix network and provide administrative support for the Nupharm site where appropriate.</p> <p>Deputy for purchasing co-ordinator in all GDP support activities</p>
Key responsibilities:	<ul style="list-style-type: none"> • Responsible for creating UK & EU purchase orders • Chase outstanding orders with UK Suppliers • Manage missed sales liaising with UK PI suppliers • Production of the daily PHD sales and margin report • Liaise with depots on purchasing and stock queries • Support EU supplier Validation • Support EU Buyer export declarations • Support EU transport booking • Support maintenance of the supplier database • General admin support to the Purchasing Leadership team and GM • Support Nupharm invoice approval process. • Switchboard control/reception door entrance / meeting co-ordination • Support site QMS
Qualifications & Training - ESSENTIAL:	<ul style="list-style-type: none"> • GCSE or equivalent • Computer literacy
Qualifications & Training - DESIRABLE:	<ul style="list-style-type: none"> • General administration qualification
Experience - ESSENTIAL:	<ul style="list-style-type: none"> • Proved attention to detail
Experience - DESIRABLE:	<ul style="list-style-type: none"> • Office Administration • Commercial or purchasing administration • Telephone answering
Knowledge - ESSENTIAL:	<ul style="list-style-type: none"> • Basic excel, word outlook
Knowledge - DESIRABLE:	<ul style="list-style-type: none"> • Intermediate or advanced excel, word and outlook
Version control:	V3 - Dec 2021
GM approval:	Mike Ritson