

Flint Hire and Supply Ltd.

Job Description

Buying Administrator

Reporting Relationships

The Buying Administrator will be directly responsible to John Joyce, Head Buyer and will work alongside Will Bradbear, Buyer.

The position is also closely linked with the Administration Assistant (Francesca Bornino), the Warehouse Supervisor (Josh McDougall), the Sales Manager (Jo Bunnell-Thompson) and the Marketing Assistant (Samantha Bray).

Overall Purpose

The Buying Administrator will be delegated administrative tasks to support the Buying department. The primary role will be to keep the supplier price increase system updated to ensure prices are current and margins are maintained.

Key Duties

- Implementing supplier price increases on the Iris Exchequer system.
- Monitoring of competitor price activity to guide price setting.
- Checking and approving invoice queries raised by the Admin Assistant.
- Some sourcing of new suppliers and updating the supplier approval system.
- Sourcing of some new products if necessary and creating the relevant new product forms.
- Ordering of stationary, packaging and internal purchases.
- Updating the internal catalogue pages.
- Maintaining the NCR (non-conformance) log.
- Maintaining the external literature database.
- Compiling data for catalogue reviews.
- Liaising with all other departments on a daily basis, in particular the Marketing Department.
- Attending regular Marketing/Product meetings.
- To take particular charge of an allocated product range.

Other Duties

- To attend meetings, including the monthly staff meeting.
- To occasionally help with stock taking duties.
- To help on our Trade Show stands if required.
- To inform the Health and Safety Manager (Richard Black) of any health and safety issues.
- To suggest any improvements or ideas that would be of benefit to the company.
- To act in the best interest of the company at all times.

Person Specification

The successful applicant will ideally have some previous experience working within a fast moving Purchasing environment and must possess a good knowledge of I.T packages Microsoft Excel, word and preferably Iris Exchequer or a similar system. An attention to detail is critical and there is a high emphasis on working to short deadlines in the role.

Salary and Benefits

The pay will be monthly based on 37.5 hours a week between the hours of 9.00am and 17.30pm. Overtime may be paid if deemed necessary and with approval from the Head Buyer. The annual salary will be negotiable from £18,000 depending on experience. There is also a small bonus scheme based on a monthly turnover target.

Holiday

An annual allocation of 20 days is allowed plus bank holidays. This increases by a day for every year's service up to a maximum of 5 days. No holiday can be taken during the busy period of October and November unless approved by the Head Buyer.

Training

The company will offer CIPS training after one year of employment.

Trial Period

The Buying Administrator will start on a three month trial period based on worked weeks. The job description and pay rates will be reviewed once the trial period is successfully completed. During the trial period no notice need be served by either side.

Company Profile

Established in 1981 to provide the theatre industry with a single source for specialist theatre hardware and paints, Flints cater for Stage Managers, Production Managers, Workshop Managers, Scenic Artists, Engineers, Carpenters, Painters and Propmakers.

Flints are the major supplier of theatrical goods in the UK. Our buying power allows us to pass on excellent value to our customers and our unrivalled experience ensures that the products we stock are perfectly suited to the industry. In recent years we have expanded our client base to include shop display, museums, the film, television and marine industries. This rapid expansion has been reflected in our sales growth and in 2002 Flints were awarded a place in the Inner City 100, an index of the fastest growing small companies working in the inner cities.

17th January 2012