



## Spares Purchasing Administrator Job Advert

We have an exciting opportunity to join an amazing team and play a key role in achieving organisational success.

Our employees:

- Have INTEGRITY in all they do.
- Show RESPECT to drive performance, innovation & a commitment to our community.
- TRUST in each other and our company.
- Make bold decisions with SHARED RISKS.
- Support our business model by applying SIMPLICITY.

**The Role** - To undertake main functions of the Purchasing Department, to include placing orders for spares with suppliers, product creation, pricing and stock control. You will deal with discrepancies with deliveries and daily transport planning, warehousing and the support of both the over-the-counter spares team and the Despatch and Customer Service teams. To include administrate and support for our technician fleet with all enquiries and aspects of supply of parts.

- Manage goods inwards discrepancies
- Placing Orders with suppliers and updating the in-house systems with ship dates
- Chasing suppliers for ship dates
- Contacting transport companies to track delivery delays
- General Purchasing administration jobs
- Completion of shipment documents to comply with current requirement
- Support internal departments with part related queries
- Some warehousing duties may be required
- Manage engineer van stock replenishment
- Manage engineer queries relating to van stock replenishment or addition requests
- Administrate engineer holidays to ensure Sage accounts are held & spare parts are not shipped while engineer is away
- Monitor technician returns & handle queries relating to their returns
- Handle queries or complaints relating to engineer parts deliveries
- Work with the Purchasing team & Van stock coordinator to correctly administrate van stock audits
- Correctly administrate engineer leaver stock return and follow leaver process relating to stock
- Collaborate with the internal process to ensure best practice and legal compliance is achieved and continuously improved to minimise risk to the business performance and reputation.
- Conduct yourself in a safe manner and support the company Enterprise Strategy to achieve our target of zero medical treated and lost time accidents; to support our company wide safety culture

### **Key Skills and Attributes:**

Excellent communication skills with a customer focused attitude.

Highly motivated and well organised

Ability to multi-task and prioritise workloads.

Good problem solver

Self-motivated, possessing the ability to work under pressure on your own initiative

Competent user of Microsoft Office Suite.

Demonstrate the ITW core values, integrity, respect, trust, shared risk and simplicity

Hobart believe in an inclusive work environment and recognise the value a diverse and empowered team can achieve. We are committed to building a culture where difference is valued, and everyone is able to achieve their potential at work regardless of their background. We welcome applicants who present the right transferable skills and behaviours to achieve success.

Apply by sending your CV to [recruitment@hobartuk.com](mailto:recruitment@hobartuk.com) by COB 18<sup>th</sup> March 2024