

Graduate Vacancy

Job Reference Code	TGR 1723
Job Title	Graduate Purchasing and Project Management Executive
Salary	Competitive
Location	Northamptonshire
Degree Required	Relevant
Skills Required	<ul style="list-style-type: none"> • Proven experience at Executive level • Analytical • Project management skillset • Excellent and advanced IT skills especially with MS Word, Excel, Outlook and PowerPoint • Confident communication skills and interpersonal skills • Ability to work well and achieve deadlines under pressure and in fast-paced environments • Excellent organisation skills • Experience in building strong working relationships • Enjoys challenge • Polite and professional manner • Trustworthy and tactful individual with the ability to be confidential at all times • A team player, flexible and approachable • Resilient, resourceful nature and a strong personality – not for those shy of pressure at the top level • Experience working in a technical environment would be advantageous
Description of Role	<p>OVERVIEW OF ROLE:</p> <p>This role will be supported by full training but will also give the successful candidate the scope to take on board responsibility and realty progress into a senior position</p>

within the company.

Responsibilities

Purchasing

Forecasting future requirements

Creating reports

Contacting suppliers

Recording up-to-date pricing

Organising deliveries

Importing – from agreeing price to arranging transport and paperwork

Updating SAP

Adapting to unforeseen problems to ensure minimal impact on production

Sourcing new suppliers and alternative products

Creating bespoke Purchasing reports in Excel

Analysing new opportunities and summarising for Directors

Working with a Just-in-Time ethos to improve cash flow

Stock management

Overseeing the logistics

Managing the stock

Organise a monthly stock take

Make amendments in SAP to mirror physical stock figures

Develop stock take procedures to improve accuracy and efficiency

Investigate and resolve stock discrepancies

Making stock adjustments on SAP

Liaising with production to ensure deliveries meet their needs

Work closely with directors to formulate, plan and implement logistical changes of processes

Componentry purchasing

Spear-heading the implementation of component changes by liaising with all relevant departments

Contacting new suppliers and getting quotes

Look for opportunities to reduce costs

Creating reports to help other members of staff

Changing cartons to alternative suppliers

Follow through with projects to ensure all aspects of the change have been taken into consideration

Learn about new concepts and be able to present important information during meetings

Communicate effectively in senior management meetings

SPC/JC

Produce cost/benefit analysis reports

Be the first point of contact for major clients

Look at ways to improve and implement changes

Independently research and gather information to report back to directors

Build business relationships with new clients

Review and analyse commercial opportunities and report to directors

Manage multiple projects while dealing with deadlines and high pressure

Research and then formulate concise reports on various topics

Look at and try to improve company procedures

Work closely with and report straight to directors

Detail, distribute and follow-up action points from meetings

	<p>Organise, attend and minute meetings as required</p> <p>Liaise with other staff and external National and International contacts</p> <p>Admin</p> <p>Extensive diary management</p> <p>Screen all calls and direct them as appropriate</p> <p>Liaise directly with clients to organise all aspects of meetings and calls</p> <p>Line manage admin staff</p> <p>Assist admin members of staff when needed</p> <p>Take on extra work from other departments when needed</p>
Vacancy Availability	Immediate Start