

Job Title: Purchasing Assistant

Department: Purchasing

Responsible to: Purchasing Manager

Responsible For: N/A

About Dalebrook:

Dalebrook design and supply high quality, innovative presentation and display solutions that are trusted by the world's leading food producers and contract caterers. Our approach to business is fundamentally design driven. Our design team work closely with our customers to develop new and original products with a shared interest to constantly improve the way food is displayed and served.

As a global leader in our field, our creative inspiration comes from studying culture, food service and wider design trends worldwide. We are inspired by working in close partnership with our customers as we constantly strive to deliver the most original and highest quality food service and display solutions.

We have offices in Essex, Central London, China and New York.

Purpose of Job:

Office based role assisting the purchasing team with their day to day duties and ensuring they are following all necessary procedures to successfully carry out tasks.

Main duties

- Review Supplier order confirmations.
- Check Supplier and freight invoices.
- Create items on Microsoft Navision Software, ensuring all required data is captured and updated where necessary.
- Process and categorise samples and prototypes received from Suppliers.
- Create contacts in Dynamics 365 and Navision. Maintain contact information to ensure it is update to date and accurate.
- Assist with carrying out quality control checks and raising any issues to the Purchasing Manager.
- Assist with obtaining Freight Quotes for Sea and Air.
- Arrange freight shipments and liaise with Freight Forwarders.
- Submit and process documentation for Customs clearance and imports.
- Submit relevant tasks as required by the Purchasing Team using Dynamics 365.
- Communicate with the UK and China Warehouse teams to ensure goods can be effectively booked in and work to necessary schedules.
- Data Cleansing as required.
- General Administration.

Personal Specification

Essential

- High standard of literacy and numeracy.
- Good organisational skills
- Excellent attention to detail.
- Excellent verbal communication.
- Microsoft Office Skills

Desirable

- Previous experience in an administrative or purchasing role.
- Qualification in purchasing or relevant subject
- Experience using Microsoft Navision or Dynamics 365