

GROVES

Purchasing Assistant - Salary depending on experience.

The Role:

- Work within the purchasing department alongside a team of 4.
- Placing and confirming orders on a daily basis.
- Working with suppliers to ensure that they deliver orders on time.
- Booking stock on to the system.
- Other purchasing duties.

The Candidate would Ideally have:

- A good understanding of stock control, lead times and seasonality.
- Good Microsoft Excel, Word and Outlook (emails/calendar/contacts & task management) skills.

Key Attributes:

- Good communication skills, both written and spoken.
- Good understanding of Arithmetic (calculations, percentages etc.), profitability and margins.
- Have the ability to be a good team member and get on well with others whether internal or external.
- Have enthusiasm and drive to progress.

The position:

- Monday to Friday 8am to 5pm with a 15-minute early morning tea break and a 1-hour lunch.
- 20 days annual leave per year (plus bank holidays). This will increase to 22 days per year days after 5 years of employment and 25 days per year after 10 years of employment.
- We offer a contributory company pension scheme.

If you are interested in joining our team please email your CV with a covering letter to Rhona Ferry at r.ferry@groves-banks.com



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