

**Purchasing Assistant – Minimum 2 years experience. Salary depending on experience.**

**The Company:**

Groves is a family owned business and for over 50 years has been providing sewing, knitting, quilting and needlecraft products to the retail trade. We are the UK's leading distributor, supplying the trade with a vast range of well-known branded products.

**The Role:**

- Work within the purchasing department alongside a team of 4.
- Placing and confirming orders on a daily basis to a schedule using Qualtec system.
- Ensuring all systems are followed and updated through to delivery of stock to our warehouse.
- Working with suppliers to ensure that they deliver on time.
- Monitor and drive improvements in supplier performance (quality & delivery) and relationships.
- Resolve supply chain issues with internal and external sources in a timely manner.
- Booking stock on to the system.
- Liaise with other departments on stocks, deliveries and any reporting that apply to purchasing.
- Any other adhoc duties.

**The Candidate Must Have:**

- A good knowledge and understanding of stock control / stock turn (value and units), lead times and seasonality.
- Experience in stock ordering on a regular basis.
- The ability to identify problems internally and externally and recommend solutions.
- Strong Microsoft Excel (formulas, vlookups etc.), Word and Outlook (emails/calendar/contacts & task management) skills.
- Have experience in using reporting/analysis systems.
- Good analytical abilities.
- Good Inventory management skills.
- A strong understanding of forecasting, stock control and demand planning.

**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](mailto:r.ferry@groves-banks.com)