

Job Title: Materials and Purchasing assistant
Department: Operations
Reporting to: Senior Buyer
Responsible for: Managing the flow of goods into and out of the company

Job Summary

This role requires the organisation of goods into and out of the company

Dimensions

- This job will involve working predominantly in the shipping and purchasing departments
- This role is required to work Monday to Friday during normal 'office-type' hours, with overtime offered to assist in meeting business demands
- This role will also require liaising with finance, sales, test and production departments as necessary during the working week.

Key Areas

- **Shipping**
 - Manage all shipping functions including packing, picking lists, despatch notes, Sage information, shipping agent contact and provision of all relevant paperwork to the correct departments (both internal and external)
 - Maintain control of packaging materials stock
 - Export control compliance
- **Work Orders**
 - Identifying the correct part numbers and then raising work orders
 - Picking parts for work orders
 - Completing and closing work orders
- **Stock management (back up role)**
 - Receiving goods into stores, matching all paperwork
 - Completing all necessary paperwork
 - Carrying out stock checks
 - Returning faulty goods to suppliers

Photek Limited

26 Castleham Road, St Leonards on Sea, East Sussex, TN38 9NS, United Kingdom
T +44 (0)1424 850555 F +44 (0)1424 850051 E sales@photek.co.uk W www.photek.co.uk

Registration Number: 2641768 England
Registered Office: Priory House, St John's Lane, London, EC1M 4HD

- **Purchase orders (back up role)**
- Raise purchase orders
- Send orders to suppliers
- Chase orders and order acknowledgements

- **Human Resource**

Leadership

- Promote and uphold company performance standards and ideology
- Uphold expected standards of behaviour and attitude in line with Company HR policies and procedures, particularly the Staff Code of Conduct, Promoting Dignity at Work and the Disciplinary Policy and Procedure

Personal development

- Participate in Internal and external training where provided as necessary for the job and the individual to ensure continuous professional development.
- Maintain and apply knowledge in a consistent manner.
- Attendance at supervision and appraisal sessions as required
- Attend team meetings as required

- **Health & Safety**

- Promote & maintain awareness and compliance of health and safety in accordance with best practice, company policies and procedures, and legal requirement.
- The employee must adhere to Photek Operating procedures, COSHH sheets and risk assessments at all times.

- **Ad hoc**

- The role may include other reasonable duties/tasks from time to time.
- Under certain business conditions, it may be required for the employee to work additional paid hours

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Person Specification

Factor	Essential	Desirable
<u>Qualifications</u>		
Maths and English at GCSE (grade C or better)	Y	
Foundation Purchasing/stores/shipping qualifications		Y
<u>Experience</u>		
Low to medium volume production		Y
Working in factories and/or store rooms		Y
Stock management systems		Y
Shipping goods overseas		Y
Export controls; Tariff codes;		Y
<u>Knowledge</u>		
Sage 200 or similar stock control / business system		Y
<u>Skills & Abilities</u>		
PC Literate (Excel, word, and online applications)	Y	
Good communication externally both on the phone and by email	Y	
<u>Personal Qualities</u>		
Ability to follow written working practices accurately	Y	
High attention to detail and in quality of work	Y	
Ability to manage time during the day to complete given tasks	Y	
Good telephone manner and professional email communications	Y	
Dynamic, positive and enthusiastic	Y	
Ability to work well in teams and communicate effectively with team and supervisor	Y	
Willingness to work in different areas of the business if needed	Y	

I have read, understood and accept my job description as detailed;

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Signed:

Name in Capitals:

Dated:

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