



Role Specification – Purchasing Assistant

The PCE GROUP of Companies provide cutting edge automated solutions to global markets, spanning a variety of industry sectors, including Medical/Ocular and Pharmaceutical.

With over 40 years' experience in providing bespoke turnkey automation, ranging from stand-alone machines, to fully integrated high throughput cells. We pride ourselves on being able to offer our customers the complete in-house solution - from design to delivery.

Role

Accomplished and highly motivated individual to work with the supply Chain team and the wider business to assist the procurement and delivery of parts to the assembly team in a timely manner. You will be working closely with the procurement team across both the PCE Group's sites in Beccles, Suffolk and Lutterworth, Leicestershire.

Responsibilities

The following list is an indication of roles and responsibilities you will be expected to undertake within our organisation. The list is not exhaustive and intended as guidance only.

- Raise purchase orders on MRP and accounting systems.
- Maintaining pre-agreed purchase prices.
- Maintaining inventory at agreed stock levels and placing orders to cover stock shortfalls.
- Stock level management within MRP system.
- Contacting suppliers with RFQs.
- Carry out daily and weekly stock counts on site, as well as for year-end.
- Reconcile purchase orders and credit notes.
- Develop & maintain working relationship with suppliers.
- Liaising with suppliers daily.
- Expediting of existing purchase orders.
- Liaising with internal customers/suppliers across the Group. Including updating the Project Management team on order statuses.
- Day to day supplier negotiation.
- Creating and amending bill of materials.
- Booking dispatches and collections with couriers and partner hauliers.
- Preparing delivery documentation.
- Assisting Goods-In when required to book in and maintain efficient stock movement throughout the site.
- Assisting the spares department on Procurement and Goods In functions.
- Collaborating with the Assembly team for de-kitting at the end of a project

Registered Office:

PCE Automation Ltd, Ellough Road, Beccles, Suffolk, NR34 7TE, UK

VAT Registration No. GB 318 6588 67

Registered in England No: 3801408 EORI: GB 318 6588 67 000

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- Travel between Lutterworth and Beccles site when required.

Requirements

The following list is an indication of the skills that the successful candidate will possess, in fulfilment of the position.

- IT Literacy
- Sound commercial acumen with basic understanding of purchasing, negotiation, and costings
- Good communication, organisational skills, and strong attention to detail
- Previous experience in a manufacturing background is desirable

How to apply

Applicants must apply in writing, submitting a covering letter and full CV to our HR Department.

HR Advisor Laura Head l.head@pce-group.co.uk

Registered Office:

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