



# Protexin<sup>®</sup>

## PROCUREMENT ASSISTANT

ADM Protexin Ltd, Lopen Head, Somerset, TA13 5JH

As the world's population grows, so does demand for quality foods, feed ingredients for livestock, industrial products and alternative fuels. As one of the world's leading agricultural processors, ADM plays a pivotal role in meeting all of these needs. We produce the food ingredients, animal feeds and feed ingredients, biofuels and other products that manufacturers around the world use to provide a better life to millions of people around the globe. With more than 31,000 employees serving customers in more than 170 countries, a global value chain that includes 500 crop procurement locations, 270 ingredient manufacturing facilities, 44 innovation centers and the world's premier crop transportation network, we connect the harvest to the home. Learn more at [www.adm.com](http://www.adm.com).

### ADM PROTEXIN LTD

ADM Protexin Ltd manufacture innovative, research based live bacteria products of the highest quality for the veterinary, human, agriculture and equine healthcare markets. With head office, manufacturing and distribution facilities based in Somerset, ADM Protexin distribute to over 90 countries worldwide. Learn more at [www.protexin.com](http://www.protexin.com).

### JOB DESCRIPTION

An opportunity has arisen for a Procurement Assistant to join our team based in Lopen Head, Somerset. The main duties of this role will include:

- Day to day production purchasing tasks including, but not limited to; Stock control of raw materials and packaging to meet the busy production schedule. Raising, placing and monitoring the progress of purchase orders. Arranging and monitoring deliveries.
- Stock Counting – arranging daily count reports & resolving discrepancies as required.
- Daily admin of Protexin's purchasing function, such as supplier Non-conformances.
- Holiday cover for various areas such as; subcontract manufacture ordering, irregular "no-part" ordering & other tasks as requested.
- Assisting Procurement Manager with other periodic or irregular purchasing tasks which may include; reviews of usage and stocking levels, supplier performance reviews, and benchmarking exercises, amongst others.
- Occasional off-site visits may be required, to assist Procurement Manager with supplier reviews, negotiations and to build supplier relations.



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## THE CANDIDATE

The successful candidate will possess the following:

- Previous purchasing experience highly desirable, preferably in a food/feed/pharma manufacturing environment.
- Good communication skills; all areas above require clear communication, both within the company, and with suppliers.
- Must have some experience of working with Quality accreditation systems such as; ISO 9001, cGMP, FEMAS, BRC, etc.
- Experience using MS Office (Excel & Word in particular) is essential.
- Experience using IFS, SAP or a similar ERP system, is desirable.

We are proud to be an equal opportunity workplace and value [diversity](#) at our company.  
If you feel this job is for you, unlock your potential and apply now!

Email your CV and cover letter to [recruitment@protexin.com](mailto:recruitment@protexin.com)



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