

Procurement Coordinator

- Full time, permanent role
- Competitive salary
- Benefits package

Protexin® Careers

This is a fantastic opportunity to join an innovative and rapidly growing organisation as a Procurement Coordinator/Buyer. Reporting to the Materials Manager you will support the business with stock control and purchasing activities to meet the needs of a very busy and continually growing production schedule.

- Day to day production purchasing tasks including;
 - Daily stock control of raw materials, packaging, consumables etc. to meet Protexin's busy production schedule. This involves manual review of MRP generated purchase requisitions, converting these to purchase orders, then placing and monitoring the progress of the purchase orders. Also some manual creation of purchase orders for non-inventory parts & services.
 - Obtaining order confirmations, arranging and monitoring progress of orders to ensure delivery as required. Liaising with warehouse, production & other internal stakeholders if the delivery arrangements must vary from the system MRP requirements.
 - Maintaining positive & beneficial supplier relationships.
 - Other daily admin of Protexin's purchasing function such as working to resolve supply issues, import paperwork filing/ checking, supplier invoice discrepancy resolution etc.
- Assist the Materials Manager with other periodic purchasing tasks including; reviews of usage and stocking levels, forecasting, supplier performance reviews, and benchmarking exercises, among others.
- Occasional off-site visits may be required, to assist Materials Manager with supplier reviews, negotiations and to build supplier relations.

Requirements:

- Candidates must have relevant purchasing experience, preferably in a food/feed/pharma manufacturing environment.
- Good communication skills are essential as clear communication is required within the company and with suppliers.
- Candidates must have some experience of working within Quality accreditation systems such as; ISO 9001, cGMP, FEMAS, BRC, etc.
- Good IT skills including MS Office (Excel & Word in particular) are essential.
- Experience using ERP systems (IFS/ SAP preferred) is highly desirable.

To apply for this exciting opportunity, please send your CV plus a covering letter to:
Claire Rowswell, HR Manager – recruitment@protexin.com

science
and nature
in balance



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