

DEPUTY ADMINISTRATION MANAGER– PURCHASE FACING

We are a fast moving, technically advanced, manufacturing company with a high volume of exports. We need to recruit a Deputy Administration Manager. The post of Deputy Administration Manager is a crucial one in the company. We are an expanding company and part of our strength is our ability to respond quickly to our customers' requirements. The Deputy Administration Manager will directly report to the Administration Manager and cover other office duties during absences. The post involves the following:

1. Responsibility for the Purchasing Function within the Company, including liaising with suppliers.
2. Monitoring of work capital and stock levels for raw materials, packaging and finished goods.
3. Administration of month end and year end stock checks.
4. Working on Excel and Word to calculate prices and then generate quotations for customer requests.
5. Production programming issues.
6. Assessment of SDS accuracy.
7. Administration of a number of support functions, such as insurance renewal etc.
8. Administration of part of the HR function (with support).

Candidates must be familiar with Microsoft Office.

Full training will be given.

The office team consists of the: Administration Manager, 2 Deputies, Team leaders, Office Administrators and a PA to the Managing Director. All the office staff need to be versatile in their approach to their duties.

The successful candidate will be able to work effectively under pressure. They will be:

1. Educated to 2:1 degree level with a minimum of 2 years' experience in a commercial environment
2. Have a Business Qualification and
3. A good level of numeracy.

They must be reliable, punctual and enthusiastic about working in a full-time position.

This role is busy and requires someone who is highly numerate, accurate, with a high level of attention to detail, conscientious and asks for help when they need it. They must be organised to keep on top of their workload without supervision. They will need to be flexible in their approach in order to deal with new challenges as they arise.

Once trained they will be responsible for prioritising their own workload and as a point of contact with the rest of the team, so the successful candidate will need to be self-motivated and proactive.

Hours of work: 38 hours

Monday - Thursday 8.30am - 5.00pm

Friday 8.30am –3pm

22 days annual holiday + statutory holidays



{ A bond for life } —

HOW TO APPLY: In the first instance, please forward a copy of your current CV in confidence to nicola@lpulld.com and all successful candidates will be contacted within 14 days of your application.