

Purchase Administrator



Unit Engineers and Constructors in Immingham are looking to add a purchase administrator to their team.

Main Responsibilities

- Purchase requisition - entering data on sage
- Delivery notes/certificates of conformance/ on & off hire notices
- Receipt of invoices
- Statements / payment requests
- Liaise with other accounts department staff regarding month end and other general queries
- Answer incoming calls, forward & answer enquiries
- General office admin duties - scanning, copying for project managers & engineers
- Upload new suppliers to the system

Candidate Requirements:

- Highly motivated with strong communication, organisation and multi-tasking skills.
- Ability to work in a fast paced, ever changing environment
- Office 365 proficiency
- Sage experience desired

- Pension Scheme
- Free health cover (option to upgrade – chargeable)
- Good working hours
- Friendly, spacious office environment
- Death in Service Scheme

**Please send all CVs to
careers@unitbirwelco.com**