

### Purchasing Assistant

TR Fastenings Ltd specialise in distributing and manufacturing standard and specialist industrial fasteners. Through our global operations, TR employs over 1,200 highly skilled and experienced people. Every colleague around the world is a valued member of the TR family who on a daily basis work together to deliver a high-quality service for all our customers.

We are looking to recruit a Purchasing Assistant to join our established team within our East Kilbride Office. Hybrid working will be offered, once a candidate is fully trained.

#### The Role

Reporting to the Purchasing Team Leader, your role will be to ensure all purchasing processes including re-works, kitting and stock control operate effectively to give full and complete support to Sales.

Key tasks include:

- To ensure stocking is line with company policy in order to achieve optimum stock turn, to achieve total customer satisfaction.
- To maintain the profiling of customer dedicated stocks, ensuring avoid stock write-downs are avoided to maintain continuity of supply.
- To work closely with sales to reach a nil overdue outcome.
- To keep accurate branch records and effectively control stock, which will involve deferring stock to maximise cash flow.
- To assist the Inventory Team with stock availability and pricing.
- To assist in Data preparation projects for upcoming Switch Overs to new ERP system.

Working hours will be 37.5 hours per week Monday to Friday.

#### The Candidate

Ideally you will have experience in demand planning along with knowledge of Microsoft Dynamics 365, although training will be provided. You will need to have excellent communication skills together with a good telephone manner and be able to communicate at all levels.

Being a good all-round team player is a must as is the ability to work to deadlines and think on your feet. The successful candidate must be able to demonstrate flexibility in their approach, be able to prioritise and remain focused at all times, along with the ability to be able to negotiate.

You must have experience in the use of Microsoft Word, Excel and Outlook and have a good standard of numeracy and literacy.

#### To Apply

If you are interested in this role, please contact Katia Sparks, Group HR Officer on 01825 747324 ext. 4324 or email your CV to [Careers@trifast.com](mailto:Careers@trifast.com).

