



Who we are

TR Fastenings (TR) is part of Trifast plc and is a leading international specialist in the design, engineering, manufacture, and distribution of high-quality industrial fastenings and Category 'C' components principally to major global assembly industries. 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 on a permanent basis to join our National Distribution Centre based in the West Midlands (WS2 8DQ).

The Role

Reporting to the Purchasing Team Leader, your role will be to ensure that purchased Goods are delivered at the requested, price, date and quantity through the management of supplier acknowledgements and communication with supply chain. In addition, the role will be supporting the UK&I Procurement Team and is an essential part of managing the Purchase to Pay (P2P) process.

- This is a hybrid role, a minimum of 3 days a week on site (or as agreed with Line Manager).
- Working hours: 37.5 hours per week, 08:30 – 17:00 Monday to Thursday and 08:30 – 15:45 on Fridays.

Key Tasks

- To manage and negotiate Purchase Order acknowledgements from suppliers and push back where they are incorrect.
- To ensure suppliers acknowledge receipt of TR Purchase Orders.
- To be a liaison between Accounts Payable and Purchasing team.
- To monitor and achieve targets for overdue supplier invoices and queries.
- To monitor and manage the Purchasing UK mailbox.
- To support the expediting team in arranging collection and delivery of Goods from various subcontractors where required.
- To participate in projects as required by the Purchasing Team Managers.
- To assist in any other support the wider procurement function may need.

Purchasing Assistant



part of the Trifast plc Group

The Candidate

Ideally you will have an understanding of procurement or experience in administration however full training will be provided if not. Experience working on an MRP system (ideally Microsoft Dynamics 365, however 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. We need someone who is very organised and 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. It is advantageous that you will be proficient in the use of Microsoft products in particular Outlook, Excel, although this is not essential as training will be provided.

What we offer

- On-site parking
- Life insurance
- Pension

To apply

If you are interested, know of someone who might be or have any queries, please contact:

Tiago Lopes

Group HR Advisor

@ careers@trifast.com

To apply for this role, kindly send your CV and specify the position you are applying for to the above email.