JOB PROFILE

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| **DEPARTMENT: Buying & Merchandising** | **POST TITLE: Purchasing Assistant** |
| **SALARY: £18,000 per annum.** | **REPORTS TO: Stock & Purchasing Manager** |
| **HOURS: 40 hours per week**  | **RESPONSIBLE FOR: N/A** |

The following information is provided to help applicants understand and appreciate the general work content of their post and the role they are to play at Limitless Digital Group Limited (LDG). The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the salary has been established on this basis.

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| **Key Purpose of Post:**  |
| The purpose of the role is to purchase stock, goods and services so that items arrive at the right time, at the right price and at the right quantity in order to provide exceptional service whilst achieving business performance objectives. |
| **Main Responsibilities of Post:**  |
| * **To be an integral member of our purchasing cycle, from raising an order, to goods received and purchase invoice approval.**
* **To liaise with suppliers located in the UK, EU and the Far East to consistently and accurately monitor and update purchasing information and documents, such as checking and updating order acknowledgements, invoices and shipping documents.**
* **To proactively check outstanding purchase orders.**
* **To communicate with suppliers so that we provide accurate stock and purchasing information internally with our Buying & Merchandising, CX, Quality, Marketing and Finance departments in order to provide great levels of customer service.**
* **To take responsibility and be the point of contact for our non-stock purchasing process.**
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**PERSON SPECIFICATION**

A person specification is a profile of who could best perform the job; it describes the attributes, skills and experience which are required to successfully perform the role.

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| **Knowledge:**  |  |
|  | **Essential/ Desirable** |
| * Knowledge of Microsoft Excel.
* Knowledge of bathroom and heating products.
* Knowledge of E-Commerce.
 | * Essential
* Desirable
* Desirable
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| **Experience:**  |  |
|  | **Essential/ Desirable** |
| * Previous purchasing experience.
* Previous experience of purchasing from suppliers in the Far East.
* Previous experience of working in an E-Commerce business.
 | * Desirable
* Desirable
* Desirable
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| **Qualifications:** |  |
|  | **Essential/ Desirable** |
| * This is an entry level role: there are no essential qualification requirements.
 | * N/A
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| **Skills & Ability:** |  |
|  | **Essential/ Desirable** |
| * Exceptional attention to detail.
* Ability to prioritise and effectively manage own time.
* Perform a variety of tasks whilst maintaining a high standard of output.
 | * Essential
* Essential
* Essential
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| **Communication:** |  |
|  | **Essential/ Desirable** |
| * You will be able to communicate clearly and effectively with a diverse range of people (both verbally and in writing).
* You are able to explain things clearly and precisely to others.
* You actively listen, share information, and propose suggestions and solutions;
* You show respect, fairness and empathy when communicating, taking into account the feelings of others.
 | * Essential
* Essential
* Essential
* Essential
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| **Behaviour & Personal Characteristics:** |  |
|  | **Essential/ Desirable** |
| * A committed and effective team player with a clear customer focus.
* A positive ‘can do’ attitude towards all aspects of the role.
* Loyal to Limitless Digital Group.
* Leads by example and role models the values and behaviours that we expect at all times.
* Build rapport and displays integrity at all times.
* Treats everyone equally, with respect and dignity.
* Enthusiastic and flexible team player with high expectations of self and others.
* Able to adapt to new work challenges and situations, adopting a positive attitude to change.
* Constructively challenges and accepts constructive challenge from others.
* Resilient & calm when under pressure and able to balance conflicting priorities and manage their time well.
 | * Essential
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