

Polypipe Civils & Green Urbanisation

Purchasing Assistant, Horncastle

We are looking to appoint an enthusiastic proactive Purchasing Assistant to join our purchasing team based at our Horncastle site.

Reporting to the Purchasing Manager, this is a full-time position working 40 hours per week, Monday - Friday 08:00 to 16:30. The Purchasing Assistant will support the purchasing needs of both Polypipe Civils & Green Urbanisation sites.

We are looking to attract candidates who have a good understanding of purchasing MRP systems, IFS procedures and able to create IFS reports.

The role will also include the following responsibilities and core duties: -

- Raising all manner of purchase orders
- Expediting orders
- Chasing overdue orders
- Shortage reports and actions arising from it
- Transport requests
- Assisting Sales with customer orders
- Invoice queries
- OTIF weekly actions
- Updating cost prices when required
- Attending on site & off-site supplier meetings
- Producing regular and adhoc reports as and when required

We are interested in hearing from applicants who have experience in undertaking clerical or administrative tasks. The successful candidate must be able to manage their time effectively to ensure all deadlines are met, as well as having a flexible approach to all activities whilst being able to demonstrate working effectively both in a team and individually. You must be proficient in Microsoft Office applications and ideally educated to a graduate level.



People are at the forefront of everything we do, we have a unique culture where you can be yourself, contribute your ideas to make continuous improvements and take pride in achieving results to support the overall success of our growing business. We recognise the value of investing in our people through comprehensive training and personal development courses. Along with a competitive rate of pay, a variety of shift options to support a healthy work-life balance our comprehensive benefits package which includes: -

- Save as you earn Sharesave Scheme
- Monthly attendance bonus for hourly paid employees
- Bonus schemes (Monthly commission upon completion of probationary period)
- Contributory pension scheme
- Life assurance (linked to pension scheme membership)
- Access to a variety of high street discounts via our Network Benefits employee benefit
- Cycle to work scheme
- Free flu vouchers
- Various health & wellbeing initiatives including complimentary occupational health on-site physiotherapy and counselling services
- Employee Assistance Programme with 24/7 confidential telephone helpline support
- Staff discount on all Genuit Group products
- Free on-site parking

Should you wish to apply for this position please send your CV and covering letter to civils.careers@polypipe.com

