

Purchasing Assistant

We are recruiting a full-time position for the role of Purchasing Assistant. Reporting to the Head of Procurement, as Purchasing Assistant, you will play a key role in ensuring that the supply of medical equipment and consumables meets the needs of the company and our customers. You will be part of a collaborative team that is committed to maintaining high standards while managing supplier relations and optimising procurement processes.

Reporting to the Head of Procurement - Key Responsibilities include:

- Placing of stock and spares purchase orders, following up order acknowledgments and delivery dates with suppliers
- Optimising stock levels to meet customer demand and minimising excess stock
- Regularly reviewing the classification of stock to meet the changing demand requirement of the customer, using the A/B/C/D stock holding class system
- Managing the phase out of products and the introduction of new products into the supply chain process (including in SAP & the planning system)
- Setting up new items and suppliers in SAP with responsibility for maintenance and enrichment
- Organising transportation of goods inward and liaising effectively with warehouse personnel to ensure goods received are correct
- Dealing with supplier issues and ensuring sales back orders are kept to a minimum
- Ensuring all relevant personnel are informed of any issues / problems with a product
- Supporting the business with customer/supplier returns
- Ensuring that all items classified as Medicinal Products are only sourced from Bona Fida suppliers
- Liaising with other departments regarding special promotions, special orders or customer queries
- Invoice processing and handling of related queries

Required Skills and Knowledge

- Experience in a similar purchasing role is essential
- Knowledge of ERP/MRP planning systems is essential, preferably SAP
- Knowledge of inventory management
- Experience in invoice processing and use of invoice processing software
- Excellent computer skills and strong numerical skills with competence in Excel / Word and other reporting tools
- Ability to work as part of a team
- Attention to detail and can work on own initiative
- Strong organisational skills with the ability to prioritise work and be decisive to ensure problems are solved quickly and effectively
- Ambitious, action-oriented delivering timely, accurate and effective solutions to our internal team
- Commercially astute, driving new initiatives that will deliver increased value for the business and an exceptional customer experience
- Excellent communication and listening skills
- Flexible, adaptive and agile approach to work

On site presence at Promed's Killorglin office will be required for a minimum of 2 days per week.

If you would like to apply for the role, please send a CV and covering letter explaining how you meet the needs described above to HR@promed.ie.

Promed is an equal opportunities employer