

VACANCY



Fibrax Ltd.
Queensway
Wrexham
LL13 8YR
United Kingdom

PURCHASING ASSISTANT

Founded in 1902, Fibrax has been a family owned business since 1975. The companies head office is situated in Wrexham,UK with a purpose built manufacturing plant in Poland and manufacturing partnerships in both Turkey and Morocco. Fibrax are specialists in Polymer Injection Moulding, mainly working in thermosets (rubber) for the automotive industry. Due to the recent growth and expansion of the business, we now have an exciting opportunity for an experienced Purchasing Assistant to join our team.

Key tasks for the role include:

- Maintaining strong, positive working relationships with our vendors
- Manage and co-ordinate the sourcing of new materials and equipment.
- Raising and managing purchase orders through to the acceptance of goods and contacting suppliers when there are discrepancies
- Assisting the accounts departments with purchase ledger queries.
- Staying up to date with industry trends and establish long-term purchasing arrangements with vendors when it is beneficial to the company
- Essential updating of the Efacs system
- Review existing purchasing agreements with vendors

Essential Skills:

- 2 years minimum experience in a Purchasing role
- Proven history of effective supply management
- Strong computer literacy and operational understanding
- Excellent communication and negotiation skills
- Able to create and administer a task priority list based upon company needs
- Excellent time management skills
- Experience with ERP software, preferably Efacs and experience of working within a TS16949 Quality Management System would be advantageous.

This is a full-time (Mon – Thurs 8am – 5pm, Fri 8am – 1pm), permanent role working as an integral part of a team reporting directly to the Materials, Planning and Logistics (M,P&L) Manager, you will provide a high standard of purchasing assistance to the business, primarily through the company's Efacs ERP software. In return, the role offers a salary of £18,000 - £20,000 plus benefits package.

The closing date for applications is 16th February 2018

Please apply in writing or via email, enclosing your C.V. to;

Lyndsey George
HR Manager
Fibrax Ltd
Queensway
Wrexham
LL13 8YR
lg@fibrax.co.uk



CERT NO's TS549872, FM549871 & EMS539839