

Procurement Assistant – Letchworth

Fortus is Europe's fastest growing Security & Fire Distributor, trading across the UK, Ireland & Netherlands within key industry verticals of CCTV, Intruder, Access, Fire and Gate Automation products. We have a 14-branch network and are the only distribution Company in the sector to offer a complete "end-to end" security solutions Group

We are looking for a **Procurement Assistant** on a permanent, full-time basis to join our friendly team in the Letchworth Office. This is a key role as your focus will be supporting the Head of Procurement UK in all aspects of procurement administration support. You will also be dealing with customers and suppliers on the phone and via email managing their enquires. If you take pride in a job well done with excellent attention to detail and enjoy working within a fast-paced environment whilst delivering great customer service, then this could be the career move for you.

The Role & Key Responsibilities:

- **Administration:** Provide full administrative support across the group procurement team providing a service of excellence to all customers and work colleagues along with an ad hoc administrative task to be completed.
- **Processing Orders:** You will be responsible for the processing of purchase orders and internal branch order requests via bespoke ERP system.
- **Customer Service:** Build strong working relationships with all internal and external contacts to ensure efficient running of the operation and delivery of key business activities.
- **Stock:** Ensuring supplier delivery dates are up to date to keep branches informed. Allocating stock when booked in to branch and customer back orders.

Knowledge, skills, and experience required.

- Good understanding of purchasing/procurement function and principles
- A confident communicator.
- Be organised & have excellent attention to detail.
- Ability to work effectively as part of a team and willing to undertake other duties in line with the needs of the business.
- Basic data entry and computer skills.
- Able to work under pressure and eager to take ownership of your tasks.
- You are reliable and a good timekeeper.

Desired but not essential

- Previous experience in a purchasing/procurement environment
- Knowledge of stock control
- Basic administration skills

What we can offer you:

Our Branch hours are 08:30 to 5:00pm Monday to Friday, you will work 40 hours per week with an unpaid 30-minute lunch break.

- Salary dependent on experience
- 20 days annual leave plus bank holidays increasing with years of service.
- Auto enrolment Pension Scheme
- Full training
- Excellent opportunities for progression.

