JOB VACANCY: BUYER ADMINISTRATOR

We are recruiting for a Buyer Administrator to provide day-to-day administrative support to the Buying and Purchasing team, ensuring purchasing records, paperwork and information are accurate, up to date and available to support effective buying decisions. The role includes collecting and maintaining scrap metal price and market information, and supporting the checking of purchasing transactions, weights and grades so that discrepancies are identified and resolved promptly.

Acting as a key point of contact between suppliers, depots and internal departments, you will help to ensure the department runs efficiently and contribute to the continuous improvement of purchasing processes.

LOCATION: Liverpool

WORKING HOURS: 37.5 hours per week, 09:00 - 17:00 Monday to Friday.

CONTRACT TYPE: Permanent

KEY RESPONSIBILITIES:

Buyer Administration:

- Providing day-to-day administrative support to the Buying and Purchasing team, ensuring records, paperwork and purchasing information are accurate and up to date.
- Processing and filing purchasing paperwork accurately and within agreed timescales.
- Setting up and maintaining supplier accounts and details on company systems, ensuring information is current and complete.
- Recording agreed prices, grades and volumes on company systems in a timely manner.
- Dealing with general purchasing enquiries from suppliers and internal colleagues, resolving or redirecting them as appropriate.

Price and Market Information:

- Assisting with collecting, recording and maintaining ferrous and non-ferrous scrap metal prices.
- Gathering and recording competitor pricing information and market updates to support purchasing decisions.
- Circulating up-to-date price lists and market information to the Buying and Purchasing team and relevant colleagues.
- Maintaining a clear record of price changes to support purchasing decisions and historic analysis.

Supplier and Depot Communication:

- Liaising with suppliers, depots and internal departments to help coordinate deliveries and collections.
- Responding to and resolving supplier and depot queries promptly, escalating to the Head of Ferrous Purchasing where required.
- Ensuring purchasing information, price changes and delivery arrangements are communicated clearly and in good time.
- Building and maintaining positive working relationships with suppliers, depot teams and internal departments

Reporting and Data Management:

- Maintaining purchasing records and producing regular reports for the Head of Ferrous Purchasing.
- Helping to monitor prices, volumes, supplier performance and other key purchasing information.
- Identifying trends, anomalies or gaps in purchasing data and highlighting these to the Head of Ferrous Purchasing.
- Ensuring data held on company systems and spreadsheets is accurate, consistent and kept up to date.

Weighbridge and Transaction Support:

- Assisting with checking delivery information, weights, grades and purchasing transactions against agreed terms.
- Liaising with the weighbridge teams to ensure transaction details are recorded correctly.
- Investigating discrepancies in weights, grades, prices or paperwork and working with the relevant parties to resolve them.
- Escalating unresolved discrepancies or potential claims to the Head of Ferrous Purchasing promptly.

General Team Support:

- Providing administrative assistance to the wider Buying and Purchasing team as required.
- Maintaining accurate documentation, filing systems and records for the department.
- Helping to identify and implement improvements to purchasing processes, paperwork and ways of working.
- Providing cover for colleagues within the team during holidays and absence.
- Supporting colleagues within the team and other departments when and as required.

Risk and Compliance:

- Ensuring the company's internal purchasing procedures and controls are followed.
- Handling commercial and supplier information confidentially and in line with data protection requirements.
- Escalating commercial, compliance or operational issues promptly where they may affect suppliers, payments or business risk.

APPLICATIONS:

Please either complete an application form or email your CV and covering letter to:
recruitment@s-norton.com

Alternatively, please post your covering letter and CV to:
HR Department, S. Norton, Bankfield House, Regent Road, Liverpool L20 8RQ

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NO AGENCIES PLEASE.