

Procurement & Supply Chain Administrator

Office • £14.50 to £15.50 Hour • Deadline: 30 Jun 2026

ABOUT THE ROLE

We are seeking a highly organized and motivated Procurement & Supply Chain Administrator to support the day-to-day purchasing and supply chain activities within our growing manufacturing business. This role plays an important part in ensuring materials, services, and supplier information are managed efficiently to support production and business operations. Working closely with suppliers and internal departments, you will help maintain accurate purchasing records, progress orders, resolve queries, and contribute to the smooth operation of the supply chain function. The ideal candidate will possess strong administrative and communication skills, excellent attention to detail, and the ability to manage multiple priorities in a fast-paced environment.

CORE RESPONSIBILITIES

- Raise, process, and maintain purchase orders accurately in line with business requirements and internal procedures
- Liaise with suppliers to obtain quotations, confirm order details, monitor delivery schedules, and resolve purchasing-related queries.
- Support production, planning, stores, and management teams by ensuring materials and services are ordered and available when required.
- Monitor supplier deliveries and proactively communicate any potential delays or supply issues.
- Assist with supplier onboarding, data management, and procurement administration activities

ESSENTIAL SKILLS

- Previous experience in an administrative, procurement, purchasing, customer service, accounts, or office support role.
- Strong organizational and communication skills with the ability to manage multiple tasks and priorities effectively.
- Confident user of computer systems, email, and Microsoft Office applications.

DESIRABLE SKILLS

- Previous experience within a procurement, purchasing, supply chain, manufacturing, engineering, or stock control environment
- Understanding of purchase order processing, supplier management, delivery scheduling, invoice queries, and inventory control.
- Experience using ERP, MRP, or business management systems and good working knowledge of Microsoft Excel, including data management and reporting.

WORKING HOURS

Monday	8:00am – 5:00pm
Tuesday	8:00am – 5:00pm
Wednesday	8:00am – 5:00pm
Thursday	8:00am – 5:00pm
Friday	8:00am – 2:30pm

COMPANY BENEFITS

- Competitive salary.
- Additional holiday entitlement linked to length of service
- Company uniform provided where required.
- Access to a company discount scheme.
- Overtime opportunities available at competitive rates, where applicable.
- Employee referral scheme.
- Training and development support
- Employee wellbeing package
- Long service awards
- Planned company events and engagement activities

How to Apply

Visit our careers portal to apply online or email your CV and cover letter to careers@greenfieldengineering.co.uk.