

Purchasing Assistant

Salary: Competitive

Location: Bordon, Hampshire

Eligibility: Must have a right to full time employment in the UK

Working hours: Monday to Friday 8am to 5:15pm

Summary of role

We currently have an opening for a Purchasing Assistant to join our company HQ in Bordon! This is an exciting opportunity for someone that wants to further develop their skills in purchasing and procurement. Polymax sell over one million products per year to both B2B and B2C customers. A successful candidate will form relationships with our vendors and suppliers to ensure our products are available and expedited to cover demand.

Key result areas (candidate must demonstrate prior experience in these):

- At least 1 years' experience working in a purchasing Assistant role, or similar
- Must be a 'numbers' person, with excellent written and verbal communication skills
- Must be proficient in Excel and all-round computer literate
- Knowledge of SAP would be preferred (although not essential- as full training will be provided)
- Professional approach to work and ability to work and contribute as a team

One of UK's Largest Rubber Distributors

Polymax Ltd is part of an international group that has been at the forefront of manufacturing and distributing rubber products since 1970. We are focused on providing an excellent buying experience for our customers through our high-quality service and vast product portfolio. We are one of the largest distributors of standard rubber products in the UK with more than 40,000 products in stock and ready for next day dispatch.

International Enterprise, With Small Business Values

Our family run business is now a fast-growing international company and customer service has always been paramount to our success. Our head office is based in the UK and we have additional representation in the Netherlands, Poland, Sweden and India. We serve a global customer base with our own dedicated manufacturing plants in Europe and Asia. For this reason, we welcome multilinguals with any level of proficiency.

Join Our Head Office Team in Hampshire

As an integral part of our sales team, you will be provided with full training to sell our vast product line and capabilities. Every member of the Polymax team is highly valued and given the opportunity to grow. We have a relaxed and friendly working environment that has recently been refurbished to offer superb day to day facilities, including rest spaces and ergonomic standing office desks.

Please send your CV and covering letter to Rishi Nijhawan at jobs@polymax.co.uk with the subject "Purchasing Assistant Application". If you require further information, do not hesitate to contact us on 01420 474123.