



## Purchasing Administrator

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This is an exciting opportunity to join a well-established Distribution company based in Dublin who are currently seeking a Purchasing Administrator to join our team on a full time permanent basis.

### KEY RESPONSIBILITIES:

- Manage inventory levels to achieve customer service targets
- Develop Stock requirement forecasts
- Expediting outstanding PO's and ensure up to date information on all PO's is available
- Adherence to all policies and procedures as per quality and process controls
- Procuring freight services that are cost effective and of high quality
- Manage all exports and imports and all customs related tasks

### REQUIREMENTS:

- A third level relevant qualification e.g. Business Admin, Purchasing or similar is desirable
- Previous Purchasing experience
- Strong Microsoft Excel skills are essential

### THE PERSON:

- Pleasant, confident manner and good verbal and written communication skills
- Ability to analyse large amount of data and present in understandable manner
- Capable of working without close supervision as well as a member of the team
- Strong internal and external customer focus
- Attention to detail essential
- Ability to work to deadlines and manage a multi-tasking environment

Attractive remuneration package available to the ideal candidate

Send your CV in confidence to email address [recruitment@atc.ie](mailto:recruitment@atc.ie)