

# Purchasing & Supply Chain Admin



Dublin Road, Ballybrittas, Co Laois

Apply with CV to [michelle.martin@ecovolve.eu](mailto:michelle.martin@ecovolve.eu) or

## **Company description**

Ecovolve is a unique Irish based business that specialises in compact electrical/green eco plant machinery. After a detailed design and development process the company launched the world's first high tip electric dumper in 2015, which it exports worldwide. Our award-winning products are eco-friendly, Smart Charging, Low Noise, Zero Emissions construction plant solutions.

## **Job description**

The successful candidate will demonstrate the following competencies and provide the following for the business:

### **Purchasing Administrator Responsibilities:**

- Assist the Managing Director and Production Manager with Research, Purchasing and Stock Control
- Issuing of purchase orders, associated drawings & liaising with suppliers to ensure on time delivery.
- Receiving and booking in of deliveries, follow up any price or quality issues.
- Fast turnaround of PO's & requests for Small Parts
- Logging of new Purchase Orders & Order Confirmation
- Preparation of shipping documents
- Build good relationships with key suppliers.
- Track outstanding PO's.
- Match supplier invoices to POD's and issued PO's.
- Follow up and resolve any price disputes with suppliers.
- Assisting Financial Controller with weekly creditor listing and a general awareness of money due and overdue.
- Liaise with Financial Controller for end of month accounts.

### **Skills Required:**

- A positive can-do attitude
- Energetic self-starter with ability to work independently under pressure and react quickly to changing priorities whilst being aware of deadlines
- Strong IT skills including MS Excel, Word & Outlook and **SAP B1 accounts**.
- Confidence when dealing with suppliers, clients, directors, and colleagues professionally

### **Advantageous but not essential:**

- Knowledge of both electrical and mechanical parts desired but not essential
- Knowledge of SAP Business 1
- Minimum of 3 years' experience in a similar role preferable

**Salary:** Commensurate with experience and qualifications Circa €30,000 - €35,000

**Full Time Permanent Position**