

Purchasing Coordinator

The Ashton Group were established in 1866 and are distributors of Seals, Gaskets, Fasteners and Engineering Products.

Working in our busy office environment dealing with existing and new suppliers, applicants should be able to demonstrate experience of buying procedures combined with a strong commercial understanding. Knowledge of seals, gaskets or fasteners would be beneficial.

The role will include responsibility for raising purchase orders, managing confirmation dates, ensuring on time delivery, maintaining and forging new supplier relationships and the production of departmental statistics for company KPI data.

The applicant should be friendly and professional with a well-spoken telephone manner. Smart appearance, well organised, able to work under pressure and be comfortable with a computerised system. Full technical product and computer training will be given.

Hours of business 8.30 - 5.00pm Monday to Friday

To apply please submit a covering letter and a copy of your most recent CV to the Managing Director.

The Ashton Group
Cortonwood Drive
Cortonwood Business Park
Brampton
Barnsley
S73 0UF

Or via email to recruitment@ashton-group.co.uk