



VACANCY

Job Title: Purchasing Administrator

District: Llandybie, Ammanford, SA18 3GY

Hours: 37.5 hours per week

Duration: Permanent

THE COMPANY: Morgan grp Ltd is an Award-Winning progressive company who is a market leader in their specialised fields, encompassing Morgan Marine Ltd, PSF Wales Ltd and Envico Engineering Ltd.

Together we design, manufacture & install Steel and GRP housings amongst other diverse products. Our Primary client base includes the Utilities and Construction sectors. Morgan grp is an ambitious, dynamic and professional organisation with over 50 years of manufacturing expertise in the Carmarthenshire and Swansea area and currently employs more than 250 people.

As the Group continues to thrive and our client base expands throughout British & Global markets, we are looking to strengthen our Purchasing Team with an experienced driven Purchasing Administrator.

The Role: Reporting to and assisting the Purchasing Manager in the day to day administration of procurement functions across the group. Liaising with internal customers and external suppliers to facilitate the purchasing administration. You will be required to ensure efficiency and follow company purchasing processes.

Required Skills: Experience of working in a busy procurement role, you will be methodical, organised and work well under pressure. Strong organisation and communication and skills are essential. A high level of proficiency with Microsoft Office is required with a working knowledge of MRP/ERP/SQA systems an advantage.

The Package: £9.60 per hour. We also offer a competitive benefits package including 31 days holiday rising to 33, Life insurance, Pension, subsidised on site gym membership, Free parking.

Closing date for applications: October 13th 2020

Please apply completing the application form stating which role you are applying for with a copy of your CV to:

E-mail: careers@morgan-marine.com

Morgan grp offers flexible working and are an equal opportunities employer.

