

JOB DESCRIPTION



Section 1: General information	
Job title:	Purchasing Assistant
Department:	Purchasing
Reports to:	Purchasing Manager
Section 2: PenCarrie's story and purpose	
<p>PenCarrie's story:</p> <p>With over 30 years' experience, PenCarrie has built a strong reputation as a leading B2B supplier to the garment decoration industry. Based in Willand, Devon, PenCarrie stocks over 3,500 product lines from over 75 of the industry's top brands from promotional t-shirts to high specification outdoor wear. With a primary focus on meeting the needs of customers, PenCarrie delivers not just on choice but on customer service, reliability and the values that make it one of the leading companies in the market. We are a family business employing 300 Team PenCarrie members each of whom is as passionate about the business as the next.</p> <p>PenCarrie's purpose:</p> <p>The distribution partner that enables exceptional customer success.</p>	
Section 3: Purpose and responsibilities of the role	
<p>Main purpose of role:</p> <p>Provide support to the Purchasing Manager in meeting the objectives of the Purchasing Team and the wider business, through maintaining excellent brand/supplier relationships to ensure continuity of supply.</p> <p>Main responsibilities:</p> <ol style="list-style-type: none">1. Work as part of the Purchasing Team to accurately place and manage orders on a selection of suppliers and products to meet customer demand.2. Continually assess and review stock levels, liaising with the relevant supplier and department to ensure that the supply of products meets customer demand within agreed timeframes.3. In partnership with the Purchasing Administrative Assistant, update and maintain product delivery dates to ensure key internal departments have the information they need about stock availability when liaising with customers.4. Liaise with the warehouse staff and suppliers on quality issues with stock and resolve issues effectively.5. Analyse information and produce and maintain reports in conjunction with the Purchasing Manager for senior management and business planning.6. In partnership with the Purchasing Administrative Assistant, respond to product queries from key stakeholders relating to product descriptions, pricing and availability in a timely manner.7. Build and maintain good relations with suppliers, liaise on pricing and delivery discrepancies and ensure the terms of business are adhered to with a positive outcome for the Company.8. Manage and resolve purchase invoicing queries and internal queries from the Finance Team within agreed timescales.9. Produce and maintain product data to suit the needs of the business.10. Alongside the Purchasing Manager, work in conjunction with the IT department and suppliers to improve the flow and management of information and provide excellent customer service.11. Develop effective working relationships across the company to ensure an efficient purchasing service.12. Take on any other responsibilities or tasks that are within your skills and abilities whenever reasonably asked.	

Section 4: Person specification

Knowledge, skills and experience required:

Essential

- Strong numeracy skills
- Accuracy with excellent attention to detail
- Good IT skills, in particular the use of Excel
- Evidence of excellent analytical and investigative skills
- Ability to build and maintain relationships with internal and external contacts both over the phone and face to face
- Excellent organisational and administrative skills
- Strong verbal and written communication skills
- Efficiency and ability to prioritise effectively
- Experience of multitasking and working independently as well as part of a team

Desirable

- Previous relevant purchasing experience
- Excel qualification (or similar in experience)

PenCarrie Values

We're dedicated to customer success

- Every one of us can make a difference to our customers' experience
- We actively look for ways to help our customers succeed
- Our customers are considered in every decision we make

We build strong and respectful relationships

- We create a kind, safe and inclusive workplace where everyone feels they can thrive
- We collaborate to find solutions and build ideas
- We build trust in each other
- We're prepared to have the difficult conversations, giving and receiving feedback

We look forward and embrace change

- We're bold, brave and inspirational
- We look up, look out and look forward
- We anticipate and embrace change

We're proud of everything we do

- We strive to improve in everything we do
- We celebrate our achievements
- We all have a voice
- We know our priorities and implement with conviction and pace

We grow responsibly

- We use our resources wisely
- We're clear and transparent in our communications to all our stakeholders
- We're committed to reducing our environmental impact
- We give back to our communities



Section 5: Job description prepared by

Job title: Purchasing Manager

Date: March 2025