

Position: Procurement Assistant
Department: Procurement
Reports to: Head of Procurement UK
Contract Type: Permanent
Salary: Depending on experience
Location: Letchworth Garden City

Overview

We are looking for a Procurement Assistant on a permanent, full-time basis to join our friendly team in the Letchworth Office. This is a key role as your focus will be supporting the Head of Procurement UK in all aspects of procurement administration support. You will also be dealing with customers and suppliers on the phone and via email managing their enquires. If you take pride in a job well done with excellent attention to detail and enjoy working within a fast-paced environment whilst delivering great customer service, then this could be the career move for you.

Key Responsibilities

- **Administration:** Provide full administrative support across the group procurement team providing a service of excellence to all customers and work colleagues along with an ad hoc administrative task to be completed.
- **Processing Orders:** You will be responsible for the processing of purchase orders and internal branch order requests via bespoke ERP system.
- **Customer Service:** Build strong working relationships with all internal and external contacts to ensure efficient running of the operation and delivery of key business activities.
- **Stock:** Ensuring supplier delivery dates are up to date to keep branches informed. Allocating stock when booked in to branch and customer back orders.

Skills, Knowledge, and Qualifications

- Good understanding of purchasing/procurement function and principles
- A confident communicator.
- Be organised & have excellent attention to detail.
- Ability to work effectively as part of a team and willing to undertake other duties in line with the needs of the business.
- Basic data entry and computer skills.
- Able to work under pressure and eager to take ownership of your tasks.
- You are reliable and a good timekeeper.

What we can offer you:

This is a full-time, permanent role. Your working hours will be Monday to Friday 08:30am – 5:00pm, 40 hours per week.

- Competitive salary
- 20 days annual leave plus bank holidays
- Auto enrolment Pension Scheme
- Full training

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We're incredibly proud to be Europe's fastest-growing security distributor, and we're just getting started! Our branch network now stretches across the UK, Ireland, and the Netherlands.

We provide high value add solutions to our installation partners across our CCTV, Fire, Access, Intruder, Gate Automation and Monitoring divisions.

We work as a valued partner with some of the world's most innovative brands and solution providers including Hikvision, Paxton, Pyronix, and Apollo. We're proud to supply their products, all backed up with a combination of our team's vast real-life experience with unsurpassed product and technical knowledge.

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