# **Job title:** Stock and Procurement Administrator

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| Main purpose |
| To manage the goods in and out process at our Wallingford offices and maintain records of our component stock levels.  This role will work closely with the other members of the procurement, QSHE and finance teams to ensure that projects are delivered to schedule, cost and quality across ET&I.  This role could be based on a part or full time basis with attendance preferably required five days per week (Monday-Friday). |

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| Main duties |
| * Facilitate the procurement of 3rd party goods through the good inwards outwards process; * Support the procurement team to ensure quotations are received and orders placed for components; * Release of stock items to the production team for the delivery of project; * Communicate with HR Wallingford Accounts team regarding the payment of invoices received and transfer of costs from production codes to projects; * Create and maintain stock records within the Material Requirements Planning (MRP) system for all purchased components and fabricated assemblies; * Organise and manage the stock room; * Returning faulty goods to manufacturers using the company returns process; * To conduct an annual stock audit in line with our finance team; * Provide feedback and recommendations to improve our procurement processes; |

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| Group | ET&I |
| Reports to | Production Manager |
| Responsible for | TBC |
| Date agreed | TBC |