

JOB DESCRIPTION

Job Title: Procurement / Export Co-ordinator
Department: Sales
Responsible to: Client Services Team Leader

Main purpose of job: To ensure that purchasing is carried out utilising the appropriate suppliers at the most economical cost for the requirement. Prepare export documentation, arrange freight forwarding and provide details to clients.

Key responsibilities:

1. From requisitions or WT's received for supplies/outwork purchasing check that the quotation is present, is accurate for the job and contains a complete specification
2. Prepare and send fully specified purchase orders to suppliers
3. Order progress purchase orders ensuring supplies are delivered on time
4. Record, investigate and negotiate all supplier complaints
5. Ensure supplied components of orders fit with S&O production plan
6. Cover for production planning
7. Organise freight forwarding by most economic and suitable means available.
8. Prepare export documentation and forward details to clients.
9. Receive and check details for compliance with Letters of Credit. Attend inspections of goods when necessary.
10. Such other comparable duties as may be required by the Client Services Team Leader

This job description covers the current range of duties and will be reviewed from time to time. It is the company's aim to reach agreement on changes, but if agreement is not possible, the company reserves the right to change this job description.

July 2010