



NEO CHEMICALS & OXIDES (EUROPE) LTD

POSITION DESCRIPTION

JOB TITLE: SALES & PURCHASING ADMINISTRATOR

REPORTS TO: OFFICE & ACCOUNTS MANAGER

PRIMARY RESPONSIBILITIES

- Processing of all sales and purchase orders received for Neo Europe and liaise with customers/suppliers accordingly.
- Co-ordinate and administer the shipping of the orders for the above and liaise with the factories and shipping agents where applicable.
- Process purchase orders for stock and direct customer shipments for Neo Europe.
- Review sales delivery reports, shipment into Holland reports, purchase order status reports from our factories and shipping agents and update relevant spreadsheets with any changes in dates, quantities, split-orders.
- Produce & maintain various sales, purchase, stock, freight, customer order spreadsheets for key control purposes.
- Provide cover and support for Shipping Administrator for USA, Japan, Korea, and Thailand sales and purchase ordering when required.
- Ensure all procedures are followed and files kept up to date and in accordance with ISO9001 procedures.

SECONDARY RESPONSIBILITIES

- Sales invoicing.
- Process purchase invoices for Neo Europe for stock and other purchases.
- Process GBP freight delivery charge invoices for Neo Europe in AccPacc and record on delivery schedule.
- Provide other office and administration backup as required.

REQUIREMENTS

- Previous experience with customers in a sales admin type role.
- Confidence liaising with customers.
- Strong IT skills.
- Highly organised and methodical approach to work.
- Flexible with 'can do' attitude and solid work ethic.
- Confident administration skills, maintaining accuracy and attention to detail.
- Positive attitude as a team player in a fast-paced manufacturing business environment.
- Diploma or degree in related discipline preferred.

JOB CONDITIONS

- Based in offices in Abingdon – working in small team of 4 people.
- Hours 9.00am to 5.00pm (1 hour for lunch) Monday to Friday.
- Additional hours worked by prior agreement/arrangement with Office Manager/Managing Director.
- 25 days holiday per annum.
- Company Death In Service Scheme (non-contributory).
- Company Group Personal Pension Scheme - 5% employer and minimum 5% employee contributions following probationary period.
- Private Medical Healthcare Scheme after six months employment.
- Free parking.