

Procurement Co-ordinator

- Do you have administrative experience working in a busy procurement environment?
- Are you passionate about internal and external customer satisfaction?
- Are you proactive with a can do attitude?

Who Are GDS Instruments?

GDS have been at the forefront of designing computer controlled systems to evaluate the mechanical properties of soil and rock for over 40 years and are highly regarded within the geotechnical and earthquake engineering design sector. In 2011 we were awarded the prestigious Queens Award for Enterprise in International Trade and now export to over 70 countries worldwide. We take pride in our company mission and vision statements which underpins our core staff values as we work together to be the best in our field.

Our Mission:

Dedicated to exceeding customer expectations by providing quality, service and on time delivery whilst listening to our customers needs.

Our Vision:

To be the world leader in advanced software controlled geotechnical laboratory systems.

Purpose of the role:

The purpose of the role is to support the Supplier Account Manager with day to day procurement activities to ensure on-time and in full delivery of parts in line with the production schedule.

The role is varied and requires the appointed person to be organised, methodical, keen to handle multiple tasks and flexible in their approach to work

Responsibilities will include; raising purchase orders and managing call-offs, expediting existing orders to ensure on time delivery, ERP system maintenance with regards to supplier lead times, managing bulk stock and daily workshop orders, collating key supplier information for vendor management, providing administrative support to the procurement team.

Key requirements:

- Experience of Sage 200 would be beneficial but is not essential
- Excellent written and verbal communication skills
- Good keyboard skills and proficient in the use of Microsoft office
- Must be conscientious and well organised with the ability to adapt to changes
- Have good interpersonal and team working skills
- Must have the ability to multitask proficiently
- High attention to detail and ability to achieve high levels of accuracy
- Have a 'can do' attitude
- Some understanding of continuous improvement and best practice procurement principles

Employee Benefits at GDS

GDS continuously strive to introduce new ways to ensure that our staff have a great work / life balance.

- **Company bonus scheme**
 - **Share incentive scheme**
 - **Workplace pension scheme**
 - **General life assurance**
 - **Employee Assistance Program**
 - **Free daily catered lunch**
 - **Free fruit delivered weekly**
 - **Cycle to work scheme**
 - **Wellbeing break out area**
 - **Wellness activities and incentives**
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How to Apply

If you are interested in knowing more about this role or would be interested in applying for the position, please send your queries, CV and covering letter to [**salena@gdsinstruments.com**](mailto:salena@gdsinstruments.com)