

## Purchasing Administrators

**Permanent, Full time located in Aurivo House, Finisklin Business Park, Sligo**

Aurivo Co-op is a large multi-purpose Co-operative engaged in a wide range of activities including dairy processing, liquid milk distribution, animal feed milling, retail stores, e-commerce, garden centres, livestock marketing and sports nutrition. In Aurivo our values define how we operate, employing over 600 people directly and providing employment for many others in wide range of activities including transport & distribution. Aurivo Agribusiness are delivering on an ambitious growth strategy, which will see further strategic investment, the continued expansion of our E-Commerce range and the delivery of innovation and customer focused sustainable solutions through partnering with our valued customers.

### Opportunity

This is an exciting opportunity to join our Support Services team in Aurivo House, Finisklin Business Park, Sligo where the successful candidates will provide support to the procurement team by carrying out general administrative duties and placing orders. The Purchasing Administrator must enjoy working as part of a team, build good supplier relationships and demonstrate flexibility in dealing with the fast-moving environment in which the Homeland procurement function operates.

### Key Responsibilities

- Analysing product sales forecasts and executing product demand plans to meet the needs of the business
- Working closely with the Category Managers to improve the overall supply chain of the business
- Administration duties to include Data entry and product updates
- Management of Product promotions
- Communicating with Suppliers regarding product pricing, availability, and delivery
- Store support duties
- Management of Supplier Returns
- Involvement in Projects
- Any other duties that may arise from time to time

### The ideal candidate will have

- Ability to work on own initiative and as part of a highly motivated team
- High achiever who is driven by results
- Good data analytical skills
- Strong time management with the ability to prioritise workloads in a fast-paced office environment
- Excellent accuracy and attention to detail
- Strong communication skills
- Proficient in Microsoft office, in particular Excel
- Experience of CORE IT System an advantage

### Application Process

The company reserves the right to select a shortlist from the applications received. Please forward updated CV to Aurivo Careers ([careers@aurivo.ie](mailto:careers@aurivo.ie))