

## **AJM Healthcare**

**Role:** Purchasing Assistant

**Location:** Milton Keynes, Buckinghamshire

**Salary:** Competitive Salary

**Hours:** 40 hours per week – Monday to Friday

**Do you have experience as a Purchasing Assistant and are looking for a new challenge or the next step in your career? Are you passionate about Procurement and delivering value to a growing business? How about joining a rapidly expanding Healthcare company? If your answers are yes then we have the ideal job for you.**

AJM Healthcare is a long-established provider of Wheelchair & Community Equipment Services to the NHS and Private Sector. We have nearly 35 years' experience in these sectors and see ourselves as market leaders and innovators in particularly integrated Wheelchair Services, helping increase independence, choice, and the very best Service User outcomes. Our team provide a genuine caring, user-centric, and holistic approach that is tailored to each individual, who's needs vary significantly.

### **The role:**

We are looking to recruit a Purchasing Assistant to support our Buyer with the procurement of equipment, goods and services for the business whilst delivering improved profitability through more efficient and cost-effective sourcing. The successful candidate will be responsible for the following:

- Creating purchase orders as per business requirements, in line with procurement policies, and send to suppliers
- Work closely with our suppliers to ensure orders are delivered on time in full
- Liaise closely and efficiently with depot teams to communicate delivery status of purchase orders
- Check purchase order acknowledgements to ensure orders will be fulfilled to our requirements, highlighting any discrepancies
- Ensure price information is maintained accurately and in a timely manner

The successful candidate will have experience within a hands-on role and evidence of supporting stakeholders on various projects.

### **We are looking for someone who has:**

- Previous experience within a procurement / supply chain or similar position is desirable
- Good standard of MS Office suite skills and experience.
- Ability to organise and manage own workload.
- Excellent verbal and written communication skills

**What we offer you:**

- A competitive salary commensurate with qualifications and experience.
- Company pension contributions.
- Industry specific awareness training.
- Free on-site parking.
- 30 days holiday inclusive of bank holidays and a day off for your birthday.
- A chance to work with a growing, public sector linked business, with an opportunity to enhance your own career over time.

**This position is working in a regulated environment and will therefore be subject to an DBS disclosure check. Cost will be covered by the Company.**

**Proud Member of the Disability Confident Employer Scheme.**

*AJM Healthcare is an equal opportunities employer who does not discriminate based on race, gender, religion, marital status, age, physical or mental disabilities, medical condition. AJM will generally offer an interview to any applicant that declares they have a disability and meets the minimum criteria for the job as defined by the employer. Please note, during certain high-volume recruitment times, AJM may wish to limit the overall number of interviews offered to both disabled*