

Purchasing & Expediting Assistant
FlowTech
Liverpool
Competitive Salary

Everything we do at Flowtech is focused on keeping business moving, whether that's supplying a product or designing and building a complex engineering solution. As the premier provider of fluid power products and solutions, we have the scale and mobility to minimise downtime, optimise performance and maximise lifespans.

Due to the business expansion FlowTech are now recruiting for a purchasing and expediting assistant to support the business.

Essential Skills:

- Organisation skills
- Time management skills
- Excellent computer skills and proficiency with Microsoft Office Excel and Word
- Outstanding communication skills, both written and verbal
- Demonstrable analytical and problem-solving skills
- Ability to comply with company procedures and policies
- Interpersonal skills
- In-depth understanding of services and materials procurement

Desirable Skills:

- Purchasing background
- Sage Background