



Purchasing Administrator Role at AT&C Professional Systems Ltd

Required Start Date – May 2018

Location – London Office, Swiss Cottage, NW6

Reporting to – Finance and Payroll Manager

Salary - £25,000 - £27,500

AT&C Professional Systems Ltd area a leading Audio Visual systems integrator with over 30 years' experience in the industry. With a portfolio of many high profile projects and partnerships AT&C design, supply and install some of the most innovative and sophisticated audio visual, lighting and environmental control solutions for Europe's leading hotel, restaurant and retail operators, and for the UK's most desirable homes.

We are a hard working dedicated team of individuals who work together for one shared goal – to deliver truly outstanding projects. So where do you fit in? We need a dynamic person who is not afraid of hard work in a challenging role you can really own. Full responsibility of all the procurement for the business – the suppliers are your oyster. Building up relationships with them is the key part of the job. Excellent communication at all levels – managers, project managers, engineers and suppliers.

As well as working hard we also like to play hard – whether its five aside football at the local leisure centre or breakfast around our kitchen table, the team really is at the forefront of what we do and the key to our success.

The Role

- Issuing Purchase Orders to suppliers, obtaining lead times and updating the relevant individual
- Answering phones and dealing with incoming calls
- Dealing with customers over the phone and via email
- Outstanding communication with Suppliers, attending events
- Working with the stock room to arrange collections, deliveries and returns
- Working with Project Managers for project requirements
- Updating of quotation system for purchases daily
- Daily processing of supplier invoices/credits
- Preparation of payments to suppliers on a weekly basis
- Issuing remittances to suppliers on a timely basis
- General filing duties
- Other ad hoc duties that may occur



Essential

- Administration experience gained within a commercial environment
- Knowledge of purchase ledger function
- Numerate with attention to details
- Outstanding interpersonal and communication skills
- Great telephone manner
- Excellent negotiation skills
- Ability to work under pressure in a busy environment and meet tight deadlines
- Organised and dedicated
- Can do approach
- Great time management skills
- A good level of computer literacy, including proficiency using MS Excel, Word, Outlook

So if you think you have what it takes to make a difference contact us at info@atandc.net