



PHOENIX SYSTEMS UK LTD

# PURCHASING ADMINISTRATOR

We're looking for a full time Purchasing Administrator to join our Purchasing team at our Fareham Head Office.

Phoenix Systems UK Limited are your PCB, and contracted electronics turnkey solutions provider, for the manufacture of electronic equipment and printed circuit board assemblies, to the aerospace, defence, medical, transport, automotive, education and industrial sectors.

**If you're interested, submit your CV today!**

All applicants are required to email their CV to:  
[joshj@phoenixsystemsuk.com](mailto:joshj@phoenixsystemsuk.com)

# PURCHASING ADMINISTRATOR

We have the great opportunity for a proactive and driven individual to join our fast-paced Purchasing Team at Phoenix Systems UK Ltd. As a Purchasing Administrator you will support the Purchasing requirements and will be responsible for providing administrative support to the Purchasing Department

## What you'll do:

- In partnership with the Purchasing team you will provide administrative support
- Purchase Requisition forms
- Conflict minerals updating
- Purchase acknowledgments
- Review problem parts list
- Resolve Goods In queries
- Resolve invoice queries
- Order consumables
- Manage SQDIP process
- Update excel reports
- Updating MRP delivery dates
- Updating EOL/PCN log
- Supplier orderbooks
- Supplier returns
- Any other adhoc tasks as determined by management.

## What you'll bring:

- Experience of purchasing administration would be an advantage but not essential
- Experience of working with MRP would be an advantage but not essential
- Excellent administrative, communication and IT skills
- Some practice of working in a manufacturing business and/or electronics (not essential)
- Microsoft Excel Skills
- Have great attention to detail
- Proactive and positive approach
- Accustomed to working in a fast-paced department



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## Why Phoenix Systems?

We are a family run business with over 20 years of experience and competence in the PCB, PCBA, electronics manufacturing and turnkey box build assembly facility, always embracing and investing in the latest cutting edge technology.

- Perks at Work membership providing 100s of discounts with a range of brands
- Pension Scheme
- Maternity/ Paternity packages
- Early finish Friday
- 24 Days Holiday with the ability to buy up to an extra 5 days holiday
- Employee referral bonus
- Free parking