



## JOB DESCRIPTION

Job Title: **Purchasing Assistant/Manager (dependant on experience)**

Department: **Purchasing**

Reports to: **Head of Purchasing**

Location: **Flexible**

Salary: **£24,000 - £32,000 depending on experience**

Closing Date: **Midday on Friday 31st January** (Early applications will be processed earlier)

### **About Kingsway CLC Trust:**

Kingsway CLC Trust is a Christian Evangelical Ministry that seeks to equip the church with all forms of Christian resources that will help people meet Jesus and grow in knowledge and experience of Him. For over 80 years this ministry has been running and is now at work in more than 50 countries around the world.

### **Job Overview:**

We're looking for a reliable and detail-oriented Purchasing Assistant/Manager to help manage our procurement and supply chain processes. This role involves working with suppliers, managing orders, processing invoices, and analysing sales data to optimise purchasing decisions. You'll collaborate with various teams to ensure goods move smoothly through the supply chain while maintaining accurate pricing, stock levels, and margins.

### **Key Responsibilities:**

- **Order Management:** Place and track orders with UK and US suppliers to maintain stock levels.
- **Supplier Coordination:** Maintain good relationships with suppliers and resolve any delivery or stock issues.
- **Invoice Processing:** Match invoices with purchase orders and resolve discrepancies.
- **Data Analysis:** Use sales trends to improve purchasing decisions and stock management.
- **Shipping Coordination:** Work with freight forwarders to ensure shipments arrive on time and handle import/export documentation.
- **Price Management:** Ensure goods are priced correctly, monitor margins, and suggest competitive pricing updates.
- **General Support:** Assist with administrative tasks, data entry, and reports for the Head of Purchasing.

## Skills and Attributes:

- **Strong Organisation:** Able to manage tasks and priorities effectively.
- **Attention to Detail:** Accuracy in reviewing orders, invoices, and stock levels.
- **Communication Skills:** Clear and professional interaction with suppliers and teams.
- **Problem Solving:** Proactive in resolving order discrepancies and suggesting process improvements.
- **Willingness to Learn:** We'll provide training to help you succeed in this role.

## Preferred (but not required) Skills

- Familiarity with purchasing or supply chain processes.
- Basic knowledge of import/export procedures.
- Comfortable with Microsoft Office (Excel, Word, Outlook).

## Personal Attributes:

- Self-motivated, dependable, and a team player.
- Open to feedback and eager to develop new skills.

We're excited to support your growth and provide on-the-job training to help you succeed in this role. Join our team and take the next step in your purchasing career.

## GOR:

As the post-holder will have an important role in the administration of the Charity, this role carries a genuine occupational requirement (GOR) for the position to be filled by a committed Christian.

## Application Process:

Please send an up to date CV, a covering letter of no more than 2 pages outlining your relevant experience and desire for the role, along with the names and email addresses of three references from your employment and your church leadership. Your references will not be contacted until later in the process and will only be with your prior approval.

Please email this to: **hr@kingswayclctrust.com** by Midday on Friday 31st January. Early applications will be processed earlier.

A more detailed job description or more information is available on request.