

## ***The Company:***

PEI is in business to Create Better Outcomes. Better outcomes for our patients, customers, colleagues, and industry partners. Named a "Great Place to Work", PEI works with major brands from world class manufacturers and trusted partners such as Johnson & Johnson, Ansell, Boston Scientific and ResMed. This is an exciting opportunity to work with a company whose focus is serving our customers, developing our people and living the ABC's (Ambition, Better Outcomes & Connected Teams) and Behavioural Standards that guide us in PEI.

A professionally run, family business, with over 135 employees, PEI has been in business since 1963. Over the years PEI has moved from being a general medical distributor to become a specialist distribution partner, adding real value for the manufacturer and providing the highest standards of service to the customer

## ***The Person:***

You are someone with an ability to get things done who is looking to join a leading Medical Company and a Great Place to Work. Your motivation and enthusiasm allow you to excel in both a team and individual environment. You have excellent communication, organisational and problem-solving skills. You are self-motivated and constantly seeking smarter ways of working.

PEI is committed to delivering a first-class service. The customer is at the centre of everything the company does. This focus together with detailed product expertise ensures the provision of unrivalled customer care and excellent on-going product support, which have become synonymous with the PEI brand.

## ***The Role:***

Reporting to The Head of Operations as the successful candidate you will work as part of the Purchasing Team providing excellent support within the team whilst working closely with warehouse/sales/accounts/customer services and suppliers.

## **Key Requirements:**

- Experience of working in a Purchasing Team is an advantage
- SAP experience an advantage
- Self-starter who demonstrates initiative
- Analytical mindset
- Assertive dealing with colleagues and suppliers
- Proven attention to detail and follow through
- Ability to deal with several tasks at once, able to adapt to most situations
- Time management and organisational skills
- Excellent interpersonal skills and telephone manner
- Open and receptive communication skills
- Outgoing and positive attitude to customers and colleagues
- Strong Team Player
- Computer literate in Microsoft office

## **Primary Responsibilities:**

*Reporting to Head of Operations, below is an outline of responsibilities:*

### **Primary tasks:**

- Processing daily purchase orders
- Support to Purchasing, Customer Services and Sales teams
- General procurement administration

### **Inventory Management:**

- Supporting Procurement Team with Inventory Trending/Min-Max levels/Safety Stock/Expiry reports/Bulk
- Support to team with stock management overview
- Supplier returns, open POs, logistic queries
- Pricing

### **Supplier Relations:**

- Liaising with suppliers, attending supplier meetings and building on current relationships as required
- Providing support to the team with data and business analysis
- Meeting supplier reporting deadlines
- Source inventory in line with Industry Compliance Regulations

**Problem Solving:**

- Ad hoc reporting when requested
- Provide assistance during ISO audit
- Working to month end deadlines & daily KPI's & Playbooks

**PEI Compensation Package:**

An attractive package is available to the right candidate