

Apprentice Purchasing Assistant – Framlingham

Are you thinking about a career in procurement? Are you enthusiastic about farming and want to learn more about the agricultural industry supply chain?

Are you a confident communicator, highly organised, with an excellent eye for detail and have a good overall standard of IT literacy?

An exciting apprenticeship opportunity has arisen for a confident and proactive **Purchasing Assistant** to join this successful farming cooperative providing administrative support and essential back up to our Machinery Buyer.

Based in the beautiful market town of Framlingham Suffolk, Fram Farmers is one of the UK's largest farmer-owned input purchasing and crop marketing groups for professional arable and livestock farmers. We exist solely to serve and represent our significant membership base, our goal being to provide them with an unequalled service, together with the very best value for money for the purchasing and crop marketing activities which we undertake on their behalf.

Key Responsibilities of the Purchasing assistant

The role of the purchasing assistant is busy and varied and the tasks include but are not limited to:

- Dealing with Member enquiries and updating them on developments on new or alternative products
- Always building and maintaining good relationships with Members and Suppliers
- Placing member orders on a daily basis
- Manage problems and complaints efficiently and effectively
- Maintain accurate records of transactions using the internal ordering system
- Working in partnership with all members of the Fram Farmers team

The training you will be getting (expected duration 18 months)

- You will achieve the Level 3 Procurement and Supply Assistant Apprenticeship
- The apprenticeship is delivered virtually including live online workshops by Oxford Professional Education

Required Attributes

- Excellent communication skills and ability to build rapport
- Confident liaising with others over the phone and in person
- Ability to problem solve
- Keen Interest in agriculture / farming
- A strong willingness to learn

Working arrangements, Pay & Benefits

- Above minimum apprentice wage
- 37.5 hours p/wk / Mon – Fri
- 22 days holiday
- Non-contributory pension
- Company Sick Pay Scheme
- Employee assistance programme
- Lots of company events
- Opportunity for continued training
- Private healthcare
- Cycle to work scheme
- Potential full time, permanent position following completion of the apprenticeship

Qualifications

GCSE or equivalent Math's and English (Grade C/4) Essential

Ages 16 and over with eligibility can apply for this role

Access to own transport is essential for this role due to the company's rural location.

Please send your CV and cover letter to
sarah.snell@framfarmers.co.uk