

<b>Job Title</b>	Purchasing Assistant
<b>Department /location position based</b>	Jersey Office
<b>Responsible to</b>	Operations Director
<b>Responsible for</b>	Day to day supplier purchasing, Purchasing data
<b>Job summary (the overall purpose of the job)</b>	<ul style="list-style-type: none"> <li>- Stock replenishment &amp; updating product information and price records for Jersey &amp; Guernsey.</li> <li>- Warehouse cover for busy periods, sickness and/or holidays</li> <li>- Ordering of all departments stock &amp; non-stock</li> <li>- Assisting with procedures for dispatching and receiving</li> <li>- Chasing outstanding Purchase Orders</li> <li>- Reviewing low stock reports</li> <li>- Reviewing and cleansing dated PO &amp; SO</li> <li>- Assist in setting up the goods receiving procedure for Engineering items</li> </ul>

### One partner for all your business needs in the Channel Islands

We supply leading brands and services to the Corporate, Hospitality, Retail and Healthcare sectors. Founded in 1965, with offices in Jersey and Guernsey, Mercury Distribution is a trusted partner in the Channel Islands. With an experienced management team, we are at the forefront of commercial distribution, installation, and support services on the Islands.

Whether it's designing a new commercial kitchen, to installing the latest eco-friendly coffee machine or supplying all your cleaning and hygiene needs, Mercury is the partner of choice for international brands and local customers.

### Main duties and tasks

#### Purchasing Data

- Maintain the master purchasing file and all product information & pricing on Business Central
- Assisting with managing Month End to meet financial deadlines and Purchasing requirements

#### Purchasing/Replenishment

- Create PO's & place Stock orders with suppliers
- Monitor and chase outstanding PO's
- Place non-stock orders with suppliers
- Investigate order discrepancies, outstanding orders. Liaise with Accts Payable and Warehouse Mg
- Track, review and communicate Price Discrepancies and Orders for return with Suppliers
- Review and cleansing dated PO & SO
- Highlight issues Product Supply and assist Operations Director with sourcing new and improved products and pricing
- Log, chase and resolve delivery shortfalls
- Responsibilities include Jersey & Guernsey
- Assist with daily warehouse updating, organisation and procedures

Mercury Distribution  
 MDL Warehouse  
 La Rue de la Chesnaie,  
 St John, Jersey JE3 4FW  
 Tel: 01534 762200  
 Fax: 01534 762201  
 Email: [sales@mercurydistribution.com](mailto:sales@mercurydistribution.com)

#### Office Related

- Take a leading role (together with Operations Director & Warehouse Manager) on stock takes & stock checks
- Assist with other projects as requested by line manager and Financial Director

#### Key Systems

Business Central Inventory	Outlook Email
File Manager – Folder Structure - TEAMS	Suppliers Portals / Websites
Excel	Nationwide & Woodside Portals