



Job Advertisement

Role:	Purchasing Assistant
Reporting to:	Head of Operations
Package:	Competitive Salary Bonus Structure Pension Scheme
Working Hours:	Monday to Friday 8:30am till 5pm

About ESP

Our business is going through an exciting stage in its life as it continues to expand, so there has never been a better time to join our team. We have ambitious growth plans, and we need the right people on board to take us to the next level.

You won't just be a number here at ESP, you will be a member of the family to be nurtured. We offer a career development pathway through our Professional Development Academy, that ensures you have the opportunity to progress and build up your skills. We hope you'll be with us for the long-term as many of your future colleagues have been. We have employees who have been with us for as long as 20 years, with others hitting their 10 and 15-year milestones.

We have a culture of supporting our colleagues, taking on challenges together and recognising and rewarding achievements. We also recognise that work should be a fun place to be. You can dress down on Fridays as a reward for your efforts during the week and we organise regular fundraising activities for our charity of the year. Your colleagues will become friends and you'll enjoy playing your part in the ESP success story.

The Role

Due to our continued growth in the playground manufacturing industry, we are now seeking a full-time Purchasing Assistant to work in a vibrant, culture-led business.

The role involves raising purchase orders for both sub-contractors and parts required for our manufacturing / installation teams from our UK and European supply base.

Ensuring all orders are confirmed by our suppliers and details including price, delivery dates are aligned with our purchase orders.

Maintenance of our ERP system ensuring price, lead time and supplier part numbers are correct.

Producing Purchasing reports to assist in our supplier development strategy and ensuring products are available on time in full for our manufacture and installation teams.

You will need to be able to work to tight deadlines and have a keen eye for detail.



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This is an excellent opportunity for someone who wishes to forge a career in Purchasing and ESP will support the successful candidate through the CIPS professional qualification route.

Benefits:

- A competitive salary with the possibility to grow
- Bonuses on achieving targets with clear KPIs
- A great opportunity to work alongside our friendly professional and ambitious team
- Professional development opportunities through our Professional Development Academy
- Career development and opportunities are available for those wishing to grow

If you would like to apply for this exciting new role, please send the following to Anne Nolan, Head of HR:

- 1) A letter of introduction. Please tell us about you
- 2) Full, up to date CV

Please send these two documents to anne.nolan@espplay.co.uk