



Connected systems,
for connected journeys.
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Purchasing Administrator

Job description



Journeo

Delivering connected journeys

Journeo is a pioneering technology group that helps the transport community deliver services with confidence, providing end-to-end solutions that connect millions of journeys, in real-time, every day.

We install, integrate and maintain market-leading technology and infrastructure systems, manufactured by ourselves and our trusted partners, to deliver smarter, safer and more sustainable transport services.

Built on real-world experience and developed in partnership with customers, Journeo's solutions combine the latest systems, cloud software and end-to-end support to deliver the technology behind future transport services.

We are constantly developing and innovating solutions to support our customers' legacy systems, current technologies and future plans, giving their passengers the peace of mind to choose public transport.



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Overview

Job title:	Purchasing Administrator
Department:	Operations
Reports to:	Stock and Purchasing Team Leader
Purpose:	To provide administrative support to the Stock and Purchasing Team Leader
Location:	Journeo Logistics and Manufacturing Centre, Coventry
Role:	Full time, Monday to Friday 8:30 to 17:00
Salary:	£20,000 - £24,000pa, dependent on experience

Responsibilities

- Liaise with Senior Staff and Field Engineers to determine material requirements
- Ensure that materials/plant/hire are delivered on time and correctly
- Place purchase orders with various suppliers
- Complete general administrative tasks
- Maintain relationships with suppliers to maximise the profitability of the Company
- Assist with any supplier invoice queries
- Provide ad-hoc administrative support

Personal specification

- Be organised in their approach to work
- Possess a high standard of communication skills (both verbal and written)
- Be hard working and self-motivated
- Have a high standard of IT skills
- Previous experience of SAP B1 is desirable

Application process

In the first instance, send your CV and covering letter to careers@journeo.com.