



Administration/Purchasing Assistant

Runcorn

PVCR Ltd are looking to recruit an Administration/Purchasing Assistant for our recycling facility in Runcorn. PVC recycling is a convenient, economical and socially responsible way of protecting our environment. As a subsidiary of REHAU Group UK, PVCR is focused on growing the circular economy and we see innovation within PVC recycling as pivotal to our global sustainability strategy. By recycling post-consumer PVC windows and doors, PVCR minimises waste costs whilst realising the future value of recycled PVC and reducing the impact on landfill.

Your role:

Reporting to the General Manager you will be responsible for all Purchasing and Administration duties including;

- Answering the switchboard
- Meeting and greeting visitors
- Liaising with Suppliers
- Placing/Processing orders with Suppliers
- Creating Purchase Orders in Sage
- Receipt of deliveries
- Liaising with Engineering to ensure rapid delivery of urgent parts
- Assisting with the control of the stock system
- Any other administration duties that may be required

Your profile:

The ideal candidate will have;

- Excellent communication skills
- Knowledge of Sage 50
- Proficient skills in Microsoft Office Packages
- Previous experience in a similar role (preferred)
- The ability to work on your own in a fast paced environment

Interested?

Please send your CV to recruitment@rehau.com

www.pvcr.co.uk www.rehau.uk

