

### Expeditor

As part of the Purchasing Team the Expeditor will be responsible for processing open orders and monitoring delivery performance of the company's supply chain to meet the demands of the business.

#### Principal Duties:

- Expedite all open orders with suppliers
- Process Order Acknowledgements
- Liaise with requestors regarding prioritisation of job critical orders
- Liaise with Buyers regarding progress of open orders
- Process expediting reports in a timely manner
- Generate on-time delivery performance reports and statistics
- Provide assistance to Goods-in regarding missing paperwork and delivery discrepancies
- Highlight any issues regarding supplier deliveries to the Procurement Supervisor
- Provide support to the Accounts department regarding invoice reconciliation
- Ensure free issue materials are distributed in a timely manner
- Ensure all documentation and records are maintained and fully auditable
- Support and assist the Purchasing Department with purchasing activities as required
- Maintain excellent supplier relationships
- Convey a professional image of the company at all times

#### Required Knowledge & Experience:

- Experience using electronic purchasing systems e.g. MRP systems, purchasing control software
- Experience with Microsoft Office applications; Word and Excel essential
- Previous experience in an expediting, purchasing or similar role

#### Location:

Kirkhill Industrial Estate, Dyce, Aberdeen

#### Salary:

Negotiable

Apply by email [only](mailto:Vacancies-Technical@metrol.co.uk) with your full CV to [Vacancies-Technical@metrol.co.uk](mailto:Vacancies-Technical@metrol.co.uk)