



www.continentalsports.co.uk



Stores Purchasing Assistant

Salary negotiable depending upon experience
Permanent (37 hours per week)
Based in Huddersfield

Continental Sports: Established 57 years ago we design, manufacture and install equipment for Sports Halls, Physical Education, Gymnastics and Trampolining including Trampoline and Ninja Parks.

The exciting opportunity has arisen where Continental is currently looking for someone to join our stores department as a Stores Purchasing Assistant who can help with continued demand and improvements to our services.

The successful candidate will need to meet the following criteria:

Key Responsibilities:

- Assisting inventory control throughout the company and undertaking annual inventory stock taking.
- Assisting with the procurement of stock and job specific materials using the company EFACS system.
- Negotiating with current & new suppliers to obtain best prices and delivery without compromising quality.
- Developing and maintaining excellent supplier relations.
- Kit preparation for all customer requirements.
- Management of deliveries, along with goods in inspection.
- Ability to manage multiple tasks under pressure in a controlled and calm manner, effectively and efficiently.
- Read and interpret project drawings and other written instructions correctly to perform tasks in hand.
- Inspecting fabricated components to ensure that they are the correct size.
- Collaborate with other Team members on all projects to meet customer deadlines.

Key Skills:

- Team player with a positive, can-do attitude and good organisation skills.
- Carrying out all works to a high standard whilst complying with all relevant health and safety requirements.
- Good written, verbal, mathematical and interpersonal skills
- Excellent communication, time management and strong problem-solving skills.
- Willingness to learn and develop.
- Strong IT skills with Microsoft office and Google Workspace applications.

- A full clean driving licence.
- Counterbalance forklift truck operator licence (Preferred but not essential)

Continuous training will be provided to ensure there is a full understanding of the operational processes.

To apply please send CV and covering letter to jobs@contisports.co.uk