



Procurement Assistant

Job Specification



About Filerder

Filerder Filter Systems Ltd is an ambitious and forward-thinking SME with over 40 years of expertise in the filtration industry. As independent specialists in the supply of liquid filtration and treatment solutions, we are proud to serve a diverse range of industries. Our filtration systems are widely used across sectors such as food and beverage, pharmaceuticals, engineering, automotive, beauty, aquatics and healthcare. For example, they are trusted by some of the world's most prestigious brands and organisations, including Coca-Cola, McLaren, Neal's Yard and the NHS.

At Filerder, we take pride in being a company that's "easy to work with", offering tailored solutions and exceptional customer service. Our reputation for excellence has been earned through our commitment to quality and global business partnerships. Our dedication to ensuring the highest standards for our clients is reflected in our £6 million stockholding, technical support systems, comprehensive training programmes and state-of-the-art laboratory facilities.



40+ years
as a filtration
expert



4,500 customers
across the UK & Europe



£6 million
of stock held



97%
of orders despatched
the same day



20+ years
of ISO 9001
Certified

Located in Maidstone, Kent, our modern and open-plan offices are equipped with an exceptional range of amenities, including free on-site parking, a chill-out room, a fully equipped kitchen, a gym and wellbeing suite, and changing rooms with showers. We're also committed to sustainability, with solar panels installed in 2022 and a fleet consisting of 95% electric vehicles with free to use on-site rapid EV charging facilities. Filerder has achieved ISO 14001 Environmental Certification, underscoring our commitment to reducing our environmental impact.

Our typical office hours are 9:00am to 5:30pm, although some departments operate on flexible schedules. We offer a range of employee perks and place a strong emphasis on professional growth and development, as well as a welcoming and positive working environment. It is important to us that our employees feel valued and have access to continuous learning, excellent benefits, and career progression opportunities.

Filerder consists of three entities: A UK Holding Company and two subsidiaries (UK and Poland) across 3 facilities.



Position Overview

Job Title:	Procurement Assistant
Department:	Customer Service and Procurement
Reports to:	Customer Service and Procurement Manager
Hours:	Full-time, minimum 37.5 hours per week (Office hours: 9.00-17.30)
Annual Leave:	25 days + bank holidays + long service awards
Location:	On-site, Filerder Filter Systems Offices, Maidstone
Benefits:	www.filerder.co.uk/careers

Are you proactive, adaptable and highly organised? Do you have a detail-oriented, analytical approach to supporting logistical processes? We're looking for a personable and dedicated Procurement Assistant to uphold exceptional standards in stock management, product shipping, and supplier relationships.

The Procurement Team is integral to ensuring the smooth processing of product orders, from pricing and dispatch to transit and receipt. In this role, you'll join a dynamic, collaborative environment focused on aligning customer needs with logistical requirements to enhance the Company's reputation for delivering exemplary customer satisfaction.

Job Role

The Procurement Assistant is responsible for supporting the procurement process by ensuring the seamless and efficient flow of materials and products.

Balancing operational needs with cost-efficiency, the role is responsible for assisting in stock management, order placement, and data entry, consistently aiming to guarantee that products are ordered, verified, dispatched and received on time.



Key Responsibilities

- Raise purchase orders and ensure they are accurately processed in line with procurement needs.
- Maintain up-to-date records of purchase orders and associated documentation.
- Assist in stock forecasting and planning so that inventory levels align with sales and business requirements.
- Monitor stock quantities and assist with reordering when necessary to avoid shortages or overstocking.
- Work with the team to plan and maintain adequate stock levels for future requirements.
- Assist in setting BMOs (Bill of Materials) to inform the Production Department.
- Maintain accurate and up-to-date records in the CRM system (SAP B1), ensuring that all procurement-related data is properly entered and stored.
- Manage procurement data to ensure seamless tracking and reporting.
- Assist with the verification of shipments, including shipping paperwork and product delivery schedules.
- Ensure that products are dispatched and received according to schedule, liaising with suppliers and internal teams as necessary.
- Support communication with suppliers to ensure timely deliveries and resolve any issues related to orders or stock.
- Assist in maintaining strong supplier relationships and ensure their performance meets company standards.
- Demonstrate exemplary negotiation skills in dealings with secondary and tertiary supplies, ensuring favourable terms for the Company.
- Consistently uphold company policies, values and procedures.

Required Skills and Qualifications

- Proactive with strong analytical skills to assess procurement needs and opportunities.
- Ideally, experience in stock management, including forecasting and planning stock levels.
- Experience in processing data using a CRM/ERP system, ideally SAP B1, for managing procurement records.
- Experience in raising and processing purchase orders with accuracy.
- Confident communicator with the ability to liaise effectively with suppliers, internal teams, and customers.
- Familiarity with shipping processes and managing complex logistics to ensure timely product delivery.
- Knowledge of supply chain operations and processes to support procurement.
- Proficient in IT and administration.
- Reliable, efficient and organised, with excellent attention to detail.
- Highly adaptable with the ability to prioritise effectively, assist colleagues when required and follow instruction from management closely.
- This role is predominantly desk-based, however, occasionally requires physical tasks relating to operations.
- Must be eligible to work in the UK.

