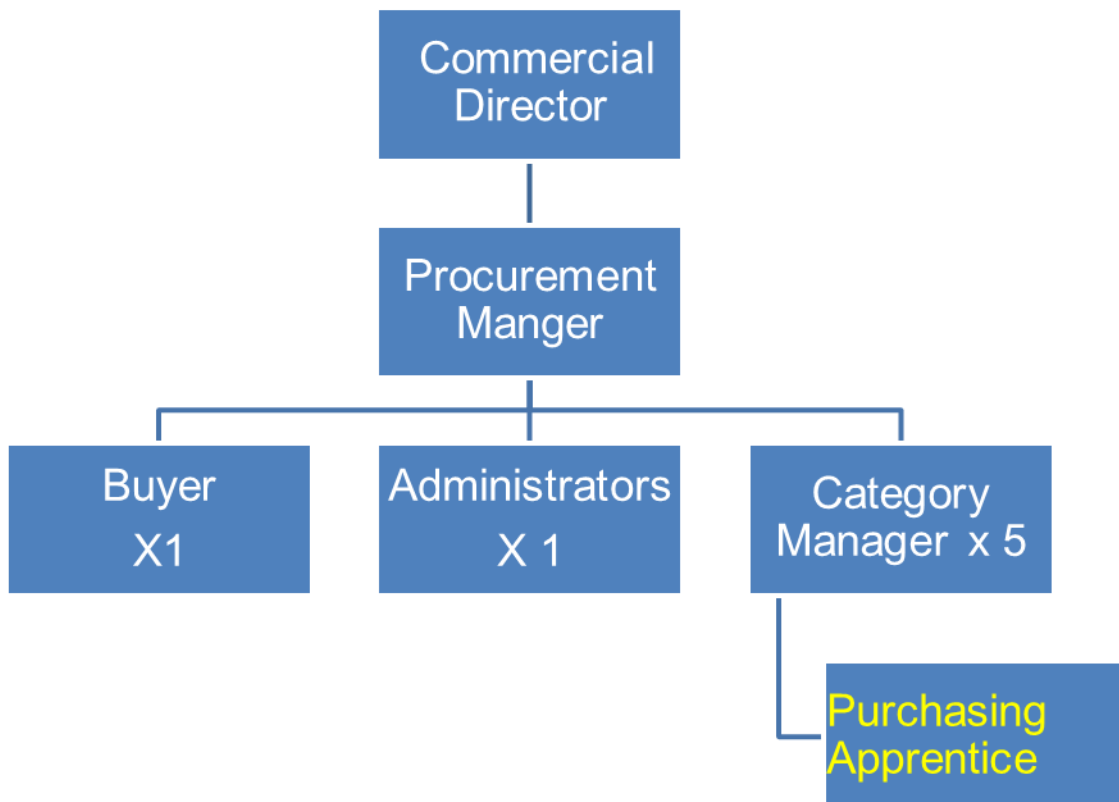


Job Title: Purchasing and Procurement Apprentice		
Department: Procurement	Company: AESSEAL plc	Job Ref. No:
Reporting to: Procurement Manager	Location: Rotherham - Mill Close	
Job Holder's Name:	Signed:	Date:
Manager's Name:	Signed:	Date:

Job Purpose

The main purpose of the role is to be an active participant within the head office procurement team, providing exceptional customer service with a range of responsibilities that include all aspects of purchase order processing, investigation of the supply market, monitoring and replenishment of inventory items and problem solving.

Organisation Chart



Principal Accountabilities

- Purchase order processing of both direct and indirect items, encompassing RFQ, quote analysis, price negotiation and issuing purchase orders.
- Monitoring of inventory profiles by category and product group. Make recommendations, implement changes and strategies to inventory policies.
- Replenishment of inventoried items, raise and expedite orders (on both internal and external suppliers) for stock replenishment
- Investigation of supply market, supplier and capacity evaluation, enquiry handling and problem solving.
- Liaising with key stakeholders across all levels of the organisation as well as external suppliers, both in the UK and overseas

N.B this list is not exhaustive, the job holder is required to carry out reasonable tasks within the level of skill and ability.

Skills, Knowledge and Experience

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • GCSEs or Functional Skills in English and Maths 	<ul style="list-style-type: none"> • GCSE Secondary School Education
Skills & Knowledge	<ul style="list-style-type: none"> • Competent with all Microsoft Office packages, specifically Excel and Access 	<ul style="list-style-type: none"> • Demonstrable analytical skills • Working knowledge of International trade.
Experience		<ul style="list-style-type: none"> • Experience of working within a similar role. • Experience of working within fast paced environment.
Character	<ul style="list-style-type: none"> • Good communication skills • Eager to assist in the continuous improvement of the organisation • Ability to promote, embrace and manage change • Contribute to a happy working environment • Dynamic self-starter who shows initiative • Motivated, keen to learn, well organised • Ability to take responsibility, make decisions and be versatile. 	

AESSEAL plc, Mill Close, Rotherham, S60 1BZ

Email: careers@aes seal.co.uk

AESSEAL® overview

AESSEAL® is part of the AES Engineering Ltd Group, a global engineering and reliability leader with sales exceeding £283 million. We design and manufacture mechanical seals and seal support systems that keep industry moving, and our innovations are engineered to minimise environmental impact, helping customers cut waste, save energy and combat climate change.

We're proud of an exceptional reputation and an equally strong commitment to social responsibility.

Careers at AESSEAL® are built on opportunity. We develop talent from apprenticeships upwards, give people room to grow, take on responsibility and progress into management roles.

Explore our day-in-the-life videos to meet the teams and see what your next role could look like. Employees are encouraged to make a difference beyond the day job, working with schools to inspire future engineers and entrepreneurs, sponsoring GUTS events, and driving our mission to achieve global Net Zero.

Our culture of excellence is recognised with 16 King or Queen's Awards and numerous ISO certifications across quality, health and safety, environment, cybersecurity and more. With year-on-year sales and profit growth, and over £61 million invested in facilities and machinery, AESSEAL® offers the resources, stability and ambition that make it a uniquely rewarding place to work.



Our core values

Our Purpose is to give our customers such exceptional service that they need never consider alternative sources of supply.

- We pursue excellence in order to continuously improve.
- We promote, embrace and manage change.
- We champion honesty and fairness.
- We are committed to protecting the environment.
- We create an environment where we are happy at work.

Our vision is to become the leading global reliability business, delivering solutions to help industries save water, energy, cut pollution, and create a better world.

Our focus - to us, the customer really is king. It is our focus on customer service and quality that has seen us grow year on year since we were established in 1979. Today we have 69 businesses from 108 locations, serving over 100 countries, and employ a global network of sales engineers and technical support specialists.



The benefits

At AESSEAL[®], we recruit and develop the most talented individuals, whether that's in engineering, sales, service, or support roles.

Working collaboratively across our global operation, we are one 'family' community, where teamwork is encouraged and clarity, mutual respect, and understanding are key. If you would like to find out more about our current vacancies and apprenticeship schemes, please navigate using the careers menu.

What are the benefits to working for AESSEAL[®]?

- Pension Scheme including Salary Sacrifice
- Aspire to Retire Scheme
- Life Assurance
- Length of Service Scheme (5 years, 10 years, 15 years, 20 years, 25 years, 30 years and 35 years)
- Mindful Employer – Supporting Mental Health
- Cycle2Work Scheme
- EV Car Scheme – partnered with Octopus Energy
- BenefitHub – exclusive discounts, rewards and cashback
- STAR Awards - £250 Amazon Voucher
- Sporting Tickets
- Westfield Health cover at discounted rates
- Help@Hand – Employee Wellbeing and Mental Health
- AES Tree Walk
- Free On-Site Parking and EV Charging Facilities

