

Part-Time Purchasing Assistant

General Farm Inputs / Building Materials Team

Location: Fram Farmers, Station Road, Framlingham IP13 0RD

Hours: 15 hours per week (2 days, 9:00 AM – 5:30 PM)

Are you an organised and detail-oriented professional looking for a part-time role? We're seeking a Purchasing Assistant to support our Building Materials team.

Key Responsibilities:

- ◆ Assist our members by handling enquiries and processing orders
- ◆ Provide excellent customer service and keep members informed about new products
- ◆ Maintain accurate records of transactions and supplier interactions
- ◆ Support the team with administrative tasks, including order processing and data entry
- ◆ Work collaboratively with colleagues and contribute to a positive team environment

What We're Looking For:

- ✓ Strong organisational and communication skills
- ✓ Ability to multitask and manage administrative processes efficiently
- ✓ Proactive approach to problem-solving and member engagement
- ✓ Experience in purchasing, administration, or customer service (preferred but not essential)

Why Join Us?

Work in a friendly and supportive environment

Gain valuable experience in procurement and customer service

Flexible part-time hours

Ready to apply? Send your CV and cover letter to sarah.snell@framfarmers.co.uk. We look forward to hearing from you!