

BRINDISA
JOB DESCRIPTION

Job title: Purchasing Office Intern
Reporting to: Stock & Order Manager
Based: Balham, London, SW12
Date Updated: 17th January 2012

Key Function / Objective
To offer support to the Purchasing Office with the day to day work and specific key tasks set out by the department Managers of Stock, Technical, Buying & Marketing.
To offer general admin support to the office and assist with telephone answering across all departments
To offer assistance to departments to deal with seasonal increases in workload

MAIN DUTIES AND RESPONSIBILITIES

A) To assist and support the Stock Team in daily stocktaking issues.
<ul style="list-style-type: none"> • invoice checking, order placement, • monthly intrastat, stationary ordering and basic office admin
B) To assist and support the Technical Team with aspects of food safety though out Brindisa.
<ul style="list-style-type: none"> • internal weekly weight and temperature checking, • new product and samples control re labeling, • cleaning rota admin, • photocopying for traceability and basic office admin
C) To assist and support the Buying Team including supplier correspondence, costing and pricing.
<ul style="list-style-type: none"> • invoice checking, supplier follow up, • database maintenance , • samples and tastings
D) To assist and support the Marketing Team with marketing activities, communications and brand development.
<ul style="list-style-type: none"> • filing press data, presentation preparation, monitor web presence, • specific sales marketing leaflets and POS for customers and trade shows, • postage of the annual product list and basic office admin
E) To assist the Operations Director with basic admin support and communications.