

**Position Title:** Purchasing Administrator  
**Department:** Finance  
**Reports to:** Finance Manager  
**Location:** Garmin Europe (Southampton)

**Position summary**

Responsible for raising purchase orders to a large number of Garmin suppliers. Provide a high standard of communication to external companies and liaising with internal managers and departments.

**Essential Functions:**

- Receiving and processing for approval all requisitions from authorized personnel.
- Once approved, preparing, placing and tracking the progress of all purchase orders.
- Order chasing as required.
- Once goods have been received receipting these in Oracle, matching invoices for payment and providing back up to the purchase ledger.
- Ensuring every purchase order is correctly logged and traceable in accordance with the Sarbanes-Oxley procedures.
- Produce and develop purchasing reporting for internal review.
- Accept and complete projects and other miscellaneous duties as assigned.

**Experience and Skills Required:**

- A confident and pro-active person, with a mature attitude.
- Must be flexible and able to work in a fast paced pressurised environment.
- Excellent verbal and written communication skills.
- Organised and efficient with good attention to detail.
- A can-do and collaborative attitude.
- Proficient computer skills and willingness to learn new systems.

**Desirable Qualifications:**

- Qualifications or experience with Oracle purchase module would be an advantage.