

Position: Junior Procurement Coordinator
Reports to: Head of Global Supply Chain
Location: Porthleven, Cornwall
Package: £25k-£30k per annum based on experience, plus excellent benefits

Who are we?

At Flexi-Hex, our goal is a clear one; to lead a new generation of sustainability within the global packaging industry and raise awareness of the environmental threats currently facing our world.

We are a fun team based on the south coast of Cornwall that embrace innovation, put the planet first and celebrate the great outdoors by encouraging a healthy work-life balance.

What we do?

Our patented sleeve is a superior alternative to bubble wrap that is strong, adaptable and biodegradable and sits at the core of the business. We design paper packaging solutions for e-commerce and gifting where beauty, functionality and sustainability all go hand-in-hand.

The Role

Are you a junior procurement coordinator / assistant, with a passion for sustainable supply chain practices? Do you want to build on experience, take on greater roles and responsibilities, and grow within a rewarding and exciting business?

As a Junior Procurement Coordinator at Flexi-Hex you will support the day-to-day running of procurement activities within the Operations Department. The successful candidate will negotiate and execute the purchase of goods and/or services, achieving the most competitive and advantageous commercial terms. You will support and monitor supplier performances to ensure best possible value is delivered to the business.

In this role you will ensure that all procurement enquiries and issues are handled in a professional, and timely manner, with attention to detail being key.

Key responsibilities of the role include but are not limited to:

- Manage purchase orders and international deliveries
- Build relationships with suppliers through effective supplier relationship management (SRM), and negotiate pricing, quantities, and delivery timescales
- Research new suppliers, products, and services
- Ensure that we maintain an ethical and sustainable supply chain, creating full visibility and accountability
- Point of contact for procurement-related queries within the organisation

- Monitor inventory / stock levels and support Head of Global Supply Chain with demand management
- Update internal teams on any delay to inbound orders, or any potential stock issues that could impact future sales
- Support projects that help maintain and improve our sustainability credentials related to our product and supply chain
- Collect and analyse data to help predict trends and forecast requirements
- Quality control and product development activities
- Work closely with the Head of Global Supply Chain with various ad hoc tasks

Qualifications, Knowledge, and Skills

We are looking for a keen and driven candidate who has a developing understanding of supplier management, great communication skills, and a passion for sustainability.

Essential

- Integrity and strong attention to detail
- Very good communication skills
- Relationship building and networking skills
- Excellent computer skills with knowledge of purchasing / inventory management systems

Desirable

- Qualified to CIPS L2, or studying towards
- Experience of negotiation within your previous roles
- Supplier relationship management experience

Flexi-Hex is committed to attracting, developing, and retaining the very best people by offering a creative and inclusive workplace where talent is truly recognised and rewarded. We are committed to promoting inclusion for all with the belief that diversity, inclusion and belonging plays an important role in the success of our organisation. We actively encourage everyone to consider becoming a part of our journey.

To apply, please email careers@flexi-hex.com with your CV and a cover letter explaining why you think you're the right candidate for this role.