

## **Career Opportunity**

Working alongside Silicon CPV's Import / Export Purchasing Director, the role itself is one that will be challenging, but career rewarding for the right individual. Tasks will vary from – Purchasing from Far East and UK suppliers, answering calls and emails, dealing with import export queries, negotiating with suppliers, creation of purchase orders and co-ordinating supply logistics and just-in-time stock deliveries to meet Silicon CPV's production requirements.

During your apprenticeship you will be completing the following administration tasks and more:

Silicon CPV is an accredited ISO 9001 supplier therefore all tasks and activities will be managed under this quality management standard  
Purchasing from Far East and UK suppliers  
Using Silicon CPV's ERP (Enterprise Resource Planning) management system  
Supply Chain Management  
Stock Logistics and Planning  
Obtaining quotations and placing orders with UK and Overseas suppliers

The successful candidate will receive training in all elements of freight forwarding including booking imports/exports, organising documentation, obtaining quotes, and understanding international customs and logistics procedures.

### **Desired skills**

Enthusiastic  
Competent on the phone and email  
Adequate level of working knowledge of Microsoft packages  
Ability to communicate and interact well with people  
Willing to learn  
Ability to work within a team  
Hard working

### **Personal qualities**

Reliable, with excellent timekeeping  
Ability to use own initiative  
Commitment to the job role and apprenticeship programme

### **Desired qualifications**

Minimum of GCSE (or equivalent) grades A\*-C/9-4 in English and maths.

### **Future prospects**

We are looking for an apprentice to become a permanent member of our team at the end of their apprenticeship, with the opportunity to progress further within the business.

4 weeks annual leave plus bank holidays.

Car parking on site.

**We want to ensure that all employees, future employees and applicants to Akhter Computers Ltd are treated equally regardless of age, gender, marital or civil partnership status, colour, ethnic or national origin, culture, religious belief, philosophical belief, political opinion, disability, gender identity, gender reassignment or sexual orientation.**

**Should you wish to apply for this position, please email your CV to [anita.upton@akhter.co.uk](mailto:anita.upton@akhter.co.uk)**