



**JOB TITLE:** Purchase Order Processor

**LOCATION:** Dungannon, Co. Tyrone

**About Kiverco:**

At Kiverco we believe in a World where Recycling Plant recovers much more, much more accurately and for much longer. Kiverco is a premium brand business with an international reputation for making the World's Toughest Recycling Plant. We have been focused on making the World more sustainable for thirty years.

You will be joining the Company at an interesting time, as Kiverco has just secured some of our most exciting projects to date and we are in the process of launching a new line of revolutionary machinery.

Our Company has evolved over the years and its growth is a direct result of the hunger for creating new distinctive, bespoke, innovative products to help transform the World's waste. Our obsessive behaviour to constantly evolve our offering has meant that we have also become industry-leading experts in the field of waste processing machinery.

Kiverco delivers high quality solutions with excellent customer service globally.

**Job Purpose:**

Reporting to the Company Accountant, the Purchase Order Processor plays a vital role in ensuring the efficient and accurate processing of purchase orders, contributing to the smooth flow of procurement

activities within the organization. This role requires meticulous attention to detail, effective communication skills, and the ability to work collaboratively with various departments and suppliers.

**Key activities:**

- Purchase Order Processing: Receive, review, and process purchase orders in accordance with established guidelines and policies.
- Data Entry: Accurately enter relevant purchase order information, including product details, quantities, prices, and delivery instructions, into the procurement system.
- Order Verification: Confirm order accuracy by cross-referencing purchase order details with product specifications, pricing agreements, and inventory availability.
- Supplier Communication: Liaise with suppliers to address order discrepancies, obtain shipment tracking information, and ensure timely delivery.
- Documentation: Maintain organized and up-to-date records of purchase orders, delivery schedules, and communications with suppliers
- Issue Resolution: Investigate and resolve any issues that arise during the procurement process, such as delayed shipments or incorrect deliveries.
- Collaboration: Coordinate with internal teams, such as procurement, inventory, and finance, to facilitate smooth order processing and resolve any interdepartmental issues.
- Reporting: Generate reports on purchase order status, order volumes, and delivery performance to support decision-making and process improvements.
- Compliance: Ensure adherence to company policies, procedures, and procurement guidelines while processing purchase orders.
- Continuous Improvement: Identify opportunities to streamline processes, improve efficiency, and enhance the overall procurement workflow.

**Criteria required:**

- Educated to GCSE Standard or equivalent in English and Maths
- Proven experience in purchase order processing, procurement, or related field.
- Strong computer skills, including proficiency in using procurement software, spreadsheets, and databases.
- Exceptional attention to detail and accuracy in data entry and order processing.
- Excellent organizational and time-management skills, with the ability to manage multiple tasks simultaneously.
- Effective verbal and written communication skills for supplier interactions and internal collaboration.
- Problem-solving skills to quickly identify and address issues that arise during the procurement process.
- Ability to work independently and as part of a team in a fast-paced environment.

## **Rewards & benefits**

- Highly competitive salary in line with experience/capability
- Hybrid working (after 6 month probation, for suitable roles)
- Company pension
- Substantial Company healthcare provision
- Refer a Friend scheme
- Long Service Awards
- Generous holiday allowance
- Other employee benefits

To apply for this position please send your CV with a cover letter to [careers@kiverco.com](mailto:careers@kiverco.com)