

**JOB TITLE:**

Purchasing Admin  
Assistant

**DEPARTMENT**

Purchasing

## Purchasing Testimonials

**Q: WHAT DOES YOUR TYPICAL DAY AT WORK LOOK LIKE?**

No two days are alike. Though nominally we take care of the admin for the purchasing department, we look after certain tasks for our warehouses, Customer Services and Accounts departments. As such, working in Purchasing Admin is a great way to gain knowledge and certain skills of different departments, as well as working closely with colleagues across the company.

There is therefore a wide variety of tasks that require our attention; requesting and updating delivery estimates from suppliers, responding to general queries from Accounts and Customer Services and taking care of general admin tasks for the department make up our bread and butter. However we also have tasks which require more urgency and skill, such as generating performance reports for the department and resolving delivery errors for the warehouse.

There is always something to be done, and as there is a broad variety of tasks, you're never bored. You manage your own work-flow and can change from task to task if you need a change of pace. It's a small team, and everybody gets on well, so there is always someone to help out if you need a second pair of eyes.

You are encouraged to try different ways of doing things, so it is never a case of blindly copying and pasting for hours on end, and we are encouraged to spend time learning skills that will help us work more efficiently. If you think something can be done better and should be changed, your opinion is encouraged and management are always open to discussion on procedures.



Altogether, there is a friendly atmosphere in the department and everybody works together closely to make sure things are done efficiently. It's a great place to learn new skills and work with colleagues across departments and you are given responsibility and trusted to manage your own workload.

**Q: WHAT IS YOUR FAVOURITE PART OF YOUR JOB ROLE?**

My favourite part of the job role is being able to work at my own pace in a way that suits me. Obviously tasks need completing, however as long as they are completed properly and on time you are encouraged to do things your own way. If listening to music or having a TV show on in the background helps you get things done, there is no issue with it. If you need a quick break from looking at a computer screen, you're encouraged to take one.

I also like that, if you think of a new way of doing something that will benefit the department, you are welcome to take time to implement it and try out new procedures.

Overall there is a general feeling that you are trusted to complete your work and have the freedom to explore different ways of working: this is a refreshing change from previous jobs I have had.



Q: WHAT DO YOU ENJOY THE MOST ABOUT WORKING AT GEAR4MUSIC?

As a musician, it's great to work in a company where everybody is passionate about music. I have lots of friends in the company across departments and we often go to the nearby pub after work. If you're looking for people to start a band, colleagues are often a good place to look.

The company itself puts on social events such as Christmas parties and summer barbeques which are a great way to meet people across departments. There is generous staff discount on most of the products we sell, so working at Gear4music has been a great way to get kitted out for several different projects!

The offices are a pleasant working environment and there is a relaxed dress code. However what I have enjoyed the most is the ability to progress from a Customer Services agent with very little experience to an Administrator in the Purchasing department – from role to role I have been encouraged to learn and implement new skills and have been encouraged to progress from role to role within a relatively short period. Management have always been relaxed, friendly and encouraging. This I think has been the most positive part of my time so far at Gear4music.

