

## Job Advert

**Role:** Procurement Assistant  
**Location:** St Albans, Hertfordshire  
**Salary:** £20,000 - £25,000 per annum

## About Amthal

Amthal Group is a newly formed independently owned group of established businesses who design, install, maintain, and monitor electronic life safety and security systems. Amthal Fire & Security ( AFS ) established 2000 operate from St Albans in Hertfordshire with current sales of £5.5m and 65 team members.


Integrated Protection Maintenance Services ( IPL ) established 2005 operate from Coleshill in Birmingham with current sales of £1.9m and 14 team members. The combined vision of the group is to scale a sustainable and dynamic group of businesses through continuous investment & development in its people.


With ambition to achieve revenue of £12m by 2026 and a mission to provide compliant protection, unrivalled customer experience and professional service. Committed to achieving operational excellence, through empowering and developing, exceptional talent, to maintain our friendly and supportive environment.

## Why we think you would love to work with us

At Amthal, we aim to invest and empower you to continue our mission of being one of the nation's trusted commercial fire and security partners whilst maintaining our friendly and supportive culture.

Join our team where your dedication and integrity will be recognised with opportunity and progression whilst ensuring a healthy work life balance. Our success lies in creating a working environment where every individual is motivated to work together and exceed the expectations of our customers. We value our people and will support you to deliver on all aspects of our business with integrity and dedication.

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Team member benefits include;

- 9 day working fortnight
- Continuous professional development
- Wellness & Employee Assistance Programme (EAP)
- YuLife – The #1 rated benefits programme
- Death in service insurance
- Salary sacrifice pension scheme
- Quarterly one-to-one check-ins with your line manager
- 25 days' holiday, plus Bank Holidays, increasing to 35 days (1 day extra per annum to 30 days and a further 5 days after 10 years)
- A company culture that promotes work life balance
- Access to mental health care support
- Team member of the month recognising outstanding contribution
- Annual company day to share successes and strategic plans

## About you


You will have a drive and desire to want to learn and grow within a procurement/supply chain environment. You will have a willingness to want learn about both processes and products so you can fulfil the role at the best of your ability. You will be a great team worker and offer support where needed to ensure our procurement department is as efficient and effective as possible.


All aspects of the role must be performed in line with the business's values to realise our vision by providing unrivalled customer experience and professional service to our clients. The position requires high levels of self-motivation, organisation and must be performed with integrity and dedication. In return we are committed to empowering and developing exceptional talent, maintaining our friendly and supportive environment to ensure we get it right first time every time.


## About the role


The role is an Operational function with the responsibility of the full procurement process from processing the order to receipting the goods in our warehouse and packaging them up ready for our engineering team to deliver the job's on time and within budget.


**Order Processing:** Prepare and process purchase orders and documents in accordance with company policies and procedures. Monitor and track orders to ensure timely delivery and resolve any issues that arise.

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**Supplier Management:** Communicate with suppliers to obtain quotes, negotiate prices, and arrange for product samples. Maintain positive relationships with existing suppliers and source new suppliers as needed.

**Engineering Support:** Supporting the wider operational team showing flexibility to support our fast paced operational environment to ensure we deliver the best service to our customers.

**Stock Management:** Assist in managing inventory levels to ensure that supplies are maintained at adequate levels both in our warehouse and our engineering van stock. Conduct regular stock checks and reconcile any discrepancies. Process returns for faulty or unwanted items and ensure the returns are processed within the required timeframes.


**Cost Management:** Monitor procurement budgets and assist in cost-saving initiatives. Compare prices, specifications, and delivery dates to determine the best options among potential suppliers.


**Warehouse Management:** Ensuring the warehouse is clean & tidy and complies with health & safety regulations. Support with the management of recycled goods ensuring items are recycled where possible in line with our sustainability policy.

**Reporting:** Generate and analyse procurement reports to track performance and identify areas for improvement. Assist in preparing reports for management review.

### About the process

1. Please apply by uploading your CV via our careers page - [Apply now](#)
2. The next step is an informal phone call with one of the team to check in with and confirm that you've read the job description and are a great skills fit
3. You will then receive a telephone interview from the CEO to check you meet the skills requirement for the role along with sharing our values
4. On success of your telephone interview you will then be invited to a face to face interview at our offices with the CEO alongside another senior team member for a more formal interview process
5. We will call you to tell you you're successful before putting the offer in writing and beginning to carry out the usual security vetting and checks as required to work in our industry

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