

Supply Chain Administrator

VACANCY: Supply Chain Administrator – Entry Level

LOCATION: S41, Chesterfield

Contract: Temporary to permanent

ABOUT US:

Fusion Group is part of the AVK Group, who are market leaders in the design, manufacture and supply of valves, pipe fittings, hydrants and flow control equipment to the Water, Wastewater, Oil and Gas industries throughout the world. Fusion Group is our centre of excellence for the design, development, manufacture and supply of polyethylene and electrofusion fittings and equipment.

‘The Fusion Group Strategy is to become the customers’ preferred partner as the leading innovator, manufacturer and supplier of products and services for gas and water polyethylene pipeline systems worldwide’.

ABOUT THE ROLE:

We are seeking an enthusiastic **Supply Chain Administrator** to join our team in Chesterfield. This is a fantastic opportunity for someone looking to build a long-term career in a dynamic and supportive environment.

YOUR ROLE:

As a key member of our Supply Chain team, you will:

- Coordinate inbound and outbound shipments, ensuring timely delivery
- Process purchase orders and follow up with suppliers
- Assist in preparing reports and KPIs on inventory and supplier performance
- Collaborate with internal teams to ensure stock availability
- Monitor inventory levels and support reordering processes
- Help resolve supply chain inefficiencies and support customer queries

WHAT YOU’LL BRING:

- Excellent organisational and multitasking skills
- A proactive and analytical mindset with a desire to grow
- Strong communication skills and a collaborative approach
- Proficiency in Microsoft Excel (knowledge of VLOOKUPs and Pivot Tables is a plus)
- Experience with ERP systems is helpful, but full training will be provided



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WHAT WE OFFER:

- A culture of shared values, goals, attitudes and business growth
- Clear career progression within the supply chain function
- Comprehensive training and mentoring
- A collaborative and forward-thinking team environment
- Real responsibility and impact from day one
- Employee Assistance Programme (Welfare and Wellbeing)
- Competitive salary
- 33 days holiday (including statutory Public Holidays)
- Life Assurance plan (x3)
- Company pension plan
- Discounts and cashback across many high-street and online retailers (Supermarkets, Entertainment, Fashion, Days Out, Technology, Home and Travel)
- Companywide initiatives to share in our future success
- A blend of training to help your career development

WORKING HOURS:

- 37.5 hours per week
 - Monday – Friday 08:30hrs – 17:00hrs

We know that our people make the difference in the AVK Group, and we are looking for skilled, passionate, and driven professionals to work with our inspirational leaders; to promote our culture, enable change and champion a lean environment.

Ready to grow your career in supply chain administration?

Apply today and become part of a team that values development and innovation.

Similar Job Titles: administrator, customer service, retail assistant, executive assistant

APPLY NOW - Please send your up-to-date CV to careers@avkuk.co.uk

