



Holding Power

Job Details

Job title	Business Support Coordinator
Responsible to	Purchasing Director & Company Secretary
Role Type	Permanent
Working hours	Monday-Friday 8.30-17.00 (30 mins lunch break)
Location	Primarily office based (Rillington, North Yorkshire)

Job Role

This is a varied and busy role that plays a key part in the smooth day-to-day running of the business. You'll provide essential support across purchasing, finance, stock control and administration, ensuring accuracy and consistency in everything from supplier invoices and stock levels to import documentation and sales ledger activity.

Working as part of a small, friendly team, your attention to detail and ability to stay organised will directly support the effectiveness of the department and the wider business.

If you enjoy working with systems and numbers, like understanding how processes connect across the supply chain, and are looking for a role that genuinely sits at the heart of a manufacturing business, this could be an excellent next step.

Responsibilities

- Supporting purchasing, finance, stock control and general administrative activities
- Maintaining accurate supplier invoices, stock records and sales ledger information
- Assisting with import documentation and related administrative processes
- Liaising with suppliers, colleagues and internal departments to resolve queries
- Ensuring systems and records are accurate, up to date and well maintained

Skills & experience required:

- Previous experience in a busy office-based coordination role with exposure to a number of different tasks within admin / finance / purchasing etc from within a small to medium sized business across manufacturing / engineering / distribution etc.
- Confidence working with numbers, ledgers, and computerised systems (experience with an ERP system would be an advantage).
- Strong accuracy and attention to detail, with the ability to spot discrepancies and follow issues through to resolution.
- Good communication skills and the ability to build effective working relationships with suppliers, colleagues, and other departments.
- Strong organisational skills, able to juggle multiple tasks and meet deadlines in a busy environment.
- A proactive, flexible approach, willing to support colleagues and step in to cover key tasks when required.

This job is being advertised through [KD Recruitment](#), to discuss the role and find out more contact:

Diane Holmes: dholmes@ellispatents.co.uk

Deadline for applications is **Wed 7 January, 2025**



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Why Join Us?

- Be part of a dynamic team within a well established and growing organization
- Supportive and collaborative work environment
- Rural location ideal for lunchtime walks
- Matched pension contributions to a maximum of 7%
- On site Gym
- Employee life cover (2x employees normal salary)
- Inclusion in Employee Trust profit share after 4 years service
- Company sick pay
- On site parking
- Annual profit share discretionary bonus
- Bike to work scheme
- 22 days holiday, excluding bank holidays
- Additional day holiday after 2,3,4,5 years service, to a maximum of 26 days per year
- Christmas shutdown with additional company donated holidays (typically 2 per year)