

Job Description

Role Purchasing Administrator

Location of Role	UK Head Office, Hemel Hempstead
Department	Operations
Reports To	Director of Operations
Direct Reports	None
H.E.L Contact	Susan Martin
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About H.E.L

Our clients are typically multinational companies, universities, and research institutes focused on improving, developing, or scaling up chemical and biosynthesis processes. Most of our products are installed in laboratories or small-scale pilot facilities and typically include reactors at the heart complemented by capabilities such as heating, cooling, and gas and liquid dosing. Our systems operate across a wide range of pressures and temperatures and are fully automated with integrated computer software supplied as part of the equipment.

We operate globally with offices in London - UK (HQ), Princeton - USA, Beijing - China, India and Singapore and field-based staff across our direct regions and trusted partners in distribution territories."

Key Responsibilities of the Role

Primary Purpose

The purchasing Administrator performs the essential function of monitoring the stock of selected items and ordering and processing of Spares Orders. While liaising with suppliers.

The individual will work with engineering and general staff to update and maintain prices for spares and parts.

The individual must be flexible, hard-working, the ability to communicate effectively with people on all levels in a friendly and professional manner, show initiative in improving our current systems.

Key Responsibilities

- Purchase goods, materials, components or service in line with specified cost.
- Processing of Spares Orders
- Act as interface between suppliers.
- Monitor and advise on any issues which arise.
- Prepare and raise purchase orders and order schedules
- Build, maintain and manage supplier relationships and keep up good communications.
- Contact suppliers to resolve price, quality, delivery or invoice issues.
- Maintenance of accurate stock levels and control.
- Inspection of goods received.

Other Responsibilities

- Ensure timely communications with the customer at all stages
- Ensure all relevant processes and procedures are followed.
- Weekly meeting with line manager to update issues and actions taken to resolve them.
- Maintain and constantly improve our quality of work.

Candidate Requirements

Essential skills and experience

- Competent in the use of Microsoft Office (Word, Excel, PowerPoint, and Outlook) email and use of the Internet
- Strong administrative skills and well organized
- Proven ability of effective written and verbal communication and listening skills
- Strong interpersonal skills with an ability to effectively communicate
- Commitment to quality
- Ability to work independently or as part of a small team.
- Positive approach to change
- Effective Time Management
- Customer focus
- Fluency in written & spoken English

Training Provided

- Up to one-month initial training on the HEL Ltd
- Health & Safety Training, as required
- On the job training

Physical Demands of the Role

General (Check all that apply)

Criteria	Amount of Time			
	None	Under 1/3	1/3 - 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feel				X
Reach with hands and arms				X
Climb or balance	X			
Stoop, kneel, crouch or crawl	X			
Talk or hear				X
Taste or smell	X			

Weight lifting or Force Exertion (Check all that apply)

Weight	Amount of Time			
	None	Under 1/3	1/3 - 2/3	Over 2/3
Up to 10 pounds (4.5 kg)			X	
Up to 25 pounds (11.5 kg)			X	
Up to 50 pounds (23 kg)		X		
Up to 100 pounds (45 kg)		X		
Over 100 pounds (45 kg)	X			

Specific Vision Requirements (Check all that apply)

Ability	Required?
Close vision (Clear vision at 20 inches/ 50 centimetres)	X
Distance vision (Clear vision at 20 feet/ 6 metres or more)	
Colour vision (ability to identify and distinguish colours)	X
Peripheral vision (observing an area above, below, left or right while eyes are fixed on a given point)	
Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)	
Ability to focus (ability to adjust eyes to bring an object into sharp focus)	X