

Mollart Engineering (Resolven) Limited

Procurement Admin Apprentice

Reports to: Procurement

Location: Resolven

Job Type: Apprenticeship / Full-Time

About the Role

We are seeking a motivated and reliable Procurement Admin Apprentice to join our admin team. This role is ideal for someone looking to develop procurement processes whilst supporting the administrative duties within the purchasing department.

Key Responsibilities:

- Gathering quotations for raw materials and OEM items.
- Assist with raising and processing purchase orders.
- Maintain accurate procurement and supplier records.
- Support the procurement team with administrative duties.
- File purchase orders and delivery notes.
- Ensure procurement procedures and company policies are followed.
- Attend training sessions and complete apprenticeship coursework.

Skills and Requirements:

- Good organisational skills.
- Good attention to detail and willingness to learn.
- Basic IT skills, including Microsoft Office (Excel, Word, Outlook).
- Good verbal and written communication skills.
- Willingness to learn and develop professionally.

Desirable Qualifications:

- GCSEs in English and Maths preferred.
- Interest in business administration, purchasing or supply chain operations.
- Previous office experience is beneficial but not essential.

What We Offer:

- Hands-on training from experienced professionals.
- Opportunity to gain recognised administration qualifications.
- Career progression within procurement.
- Supportive team environment.

How to Apply

**For more information or to apply please contact Coleen Morgan-Davies at
coleen.morgandavies@mollart.co.uk**