

# Procurement Coordinator (Entry-Level / School Leaver Opportunity)

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Rapiscan Systems (OSI Systems Group)

## About Us

Rapiscan Systems, part of OSI Systems, designs and manufactures advanced security and inspection systems used worldwide. Our technology helps keep people safe in locations such as airports, border crossings, seaports, railway stations, and government facilities.

## The Opportunity

We are offering a fantastic opportunity for a school leaver or someone starting their career to join us as a Procurement Coordinator. This entry-level role provides full training and the chance to build valuable skills in procurement, supply chain, and manufacturing.

## The Role

You will support the smooth supply of materials and services required for production, working closely with internal teams and suppliers to ensure everything is delivered on time and production runs efficiently.

## What You'll Be Doing

- Help place and track orders for materials and services
- Support supplier quotation processes (RFQs)
- Work with suppliers to ensure timely deliveries
- Assist with monitoring stock levels and material requirements
- Support production teams by resolving delivery or material queries
- Communicate with internal teams to understand requirements
- Maintain accurate records using IT systems
- Support day-to-day procurement activities

## What We're Looking For

- Positive attitude and willingness to learn
- Good organisation and attention to detail
- Strong communication skills
- Comfortable using computers (e.g. Microsoft Office)

- Team player with good time management skills
- Interest in supply chain, business, or manufacturing

### **Desirable (Not Essential)**

- Interest in procurement or supply chain
- Any exposure to office or manufacturing environments

### **What We Offer**

- Full training and ongoing support
- Hands-on experience in a global organisation
- Career development opportunities
- Supportive team environment

### **Our Values**

Integrity, Innovation, Accountability, and Teamwork. Employees are expected to act in line with the Code of Ethics and contribute to a positive working environment.

### **Additional Information**

Duties may evolve as you develop in the role. This is an ideal opportunity to start your career.