

PROCUREMENT ADMINISTRATOR

Team: Procurement
Reports To: Procurement Manager

Job Purpose

The Procurement Administrator will assist all operational teams with purchase of materials, plant and services to ensure the operational efficiency of projects ensuring costs are managed.

The role is instrumental in liaising and communicating with Engineers for the purchase of materials and services across all contracts from start to finish along with responsibilities and tasks that support processes in procurement.

Person Specification

You will need to be a good communicator with a strong work ethic and a desire to go the extra mile in order to get the job done.

This role requires a highly motivated individual with the ability to work independently and across multiple teams. In addition organisation skills are essential along with being highly competent on IT applications.

You will demonstrate a willingness to learn how to procure materials, goods and services to programme always considering the commercial advantage of the company.

Previous experience of working in the plumbing merchant industry would be advantageous especially from a trade counter background.

Main Duties, Responsibilities and Accountabilities

1. Collation and placement of material orders as required for operational colleagues in line with company procedure. ensuring all information needed is provided whilst considering availability and cost.
2. Updating material specifications and liaison with Merchants and other Suppliers.
3. Updating New Build site sheets on One Drive and maintain the Material Forecast Sheets.
4. Receiving telephone calls and emails from field-based Engineers in relation to procurement of materials, goods and services to support operational delivery.
5. Receiving telephone calls and emails from Suppliers in relation to procurement of materials, goods and services to ensure Engineers have what they need to deliver their tasks.
6. Comply with the Company Health and Safety, Quality and Environment Policies always.
7. Any other duties as requested.

Key Challenges

- Maintaining the smooth operation of all procurement activity within the company daily taking into consideration operational requirements, absence, supplier lead times, Engineer requirements and month end deadlines.
- Developing effective and efficient procurement processes in line with the CRM system.

Key Relationships

- Procurement Manager
- Administration Team Leaders
- Operational Managers
- Contract Managers
- Engineers

Decision Making Authority

- Day to day decisions on how best to manage the on-going tasks and workload.