

Procurement Assistant – Job Description

Job Purpose:

The primary responsibility of a Procurement Assistant is to assist and support the Buyers and Procurement Manager in the running of the Procurement Department. The Procurement Assistant is responsible for the administrative tasks of the department.

Main Duties & Responsibilities:

Purchasing

1. Assist the Buyer and Procurement Manager in implementing and upholding procurement policies and procedures for the Excella group, and highlighting any deviation from the policy by requestors to the Procurement Manager.
2. Receiving of all purchase requisitions - analyze and evaluate all requisitions to ensure clarity and completeness in descriptions and specifications and reverting back to requestor in the absence of detail.
3. For particular categories of spend where contracts exist, receiving requisitions and finally converting those to legal Purchase Orders to be submitted to appropriate suppliers on behalf of the Excella group.
4. Arranging deliveries in a timely manner in line with policy and communicating with Stores in Charge.
5. For all non-contracted categories of spend forwarding checked requisitions to the appropriate buyer.
6. Maintain and update the supplier database.
7. Maintain and update the contract management database, highlighting in advance expiring contracts to the Procurement Buyer and relevant department.
8. Maintain and update the savings tracker.
9. Maintain and update the IT subscriptions tracker.
10. Maintain and manage all procurement functions through the ERP system, identify opportunities for improvement in process flow.
11. Assisting Stores in Charge in chasing required documentation in order to close down open PO's.
12. Undertake all administrative and related tasks i.e. accurate record keeping, filing, updating records, maintaining appropriate communications with all stakeholders. Ensure that all legally required supplier documents are kept up to date and make requests for those that have expired (i.e. Trade Licenses).
13. Be accountable for own actions highlighting any mistakes, areas of discrepancy.
14. Liaise with and support all related Excella group functions i.e. Stores in Charge, Finance etc to ensure smooth operations from order placing through delivery through to final payment and not to take any action that will hinder or delay other departments in the delivery of their services.

Operating Environment & Working Relationships

1. This position interacts with all departments in Excella Head Office
2. This position interacts with Academic, FM and SIC staff in all schools and nurseries.
3. This position interacts with Suppliers and Consultants.

Qualifications

Degree educated.

Experience

Minimum 1-year experience in office/administration related role.

Skills

1. Good understanding of working in a professional environment
2. Strong verbal and written communication skills
3. Advanced skills with Microsoft Office, especially Excel
4. Good problem solving skills
5. Some commercial knowledge
6. Experience of Microsoft AX or an alternative ERP/P2P system an advantage
7. Previous procurement experience an advantage