

# JOB

# DESCRIPTION

## Supply Chain Procurement Assistant

<b>Job Title:</b>	Supply Chain Procurement Assistant
<b>Department:</b>	Supply Chain
<b>Reporting to:</b>	Strategic Sourcing Manager
<b>Responsible for (staff):</b>	None
<b>Location:</b>	Upminster
<b>General Purpose of Role:</b>	To provide administrative assistance to Procurement function.

## ACCOUNTABILITIES

- Manage new supplier process, ensuring contractual on-boarding of suppliers and service provider are performed effectively and quickly and meet business as a whole need.
- Maintain supplier information on various Supplier Database(s)
- Populate and circulate Supply Chain Measures Dashboard reports
- Maintain department Category Plan
- Support with the preparation and management of tenders and Bids.
- Support the Strategic Sourcing Manger with activities to achieve the department objectives.
- Assist the Supply Chain to achieve day-to-day activities.
- Prioritise workload according to the severity of the situation to allow successful completion of works within the timescales
- Support department improvements that are required to assist in its continuous development and progression
- Supporting the department to meet internal KPI's & objectives
- Ensuring that we work in a compliant, ethical & best practice manner – at all times
- Handle large volumes of information including validating information and quality assuring information to ensure accuracy
- Respond promptly to requests and instructions to meet the requirements of the business and the client at all times
- Represent the business in a professional manner at all times whilst building and developing excellent working relationships within the business and with its customers/suppliers/subcontractors
- Undertake any ad hoc duties as requested by the Strategic Sourcing Manager

## KNOWLEDGE AND SKILLS

- Experience within an administrative role, preferably within procurement
- Working knowledge of Microsoft Office, Excel, Word and PowerPoint
- Minimum 5 GCSE's, or equivalent, A – C grade to include English and Maths
- Ability to operate specialist software
- Excellent communication skills both written and verbal
- Good analytical skills and deadline driven
- Deliver tasks with a high degree of accuracy

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- Team player but capable of working on own initiative to fully understand implications of changes and effective working methods
- Excellent organisational skills
- Outstanding customer service skills

## VALUES & BEHAVIOURS

### Do it **SIMPLY**:

- Improve every day – provide sustainable, workable and lasting solutions to challenges
- Strive for efficiency – work in an uncomplicated manner, using language and terminology that can be understood by all

### Do it **WELL**:

- Act safely and responsibly – safety first and at the forefront of everything you do
- Excel at customer service – find solutions that meet, where possible exceed expectations

### Do it **WITH PASSION**:

- Perform with pride and purpose – act as a positive role model to others
- Value each other – be open and transparent and respect the views of others

## OTHER FACTORS