JOB DESCRIPTION

Procurement Assistant

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| **Job Title: Procurement assistant**  **Salary: £market rate**  **Type: Full-Time, Permanent**  **Department: Central Functions**  **Location: High Wycombe, Buckinghamshire**  **Report to: Procurement Manager**  **Benefits: Private Health Care/Pension**  **Description of the Role**  The successful candidate will have a can do attitude and be a team player, be able to reprioritise as emergencies come up, will be proactive and organised.  The candidate will have good excel skills, comfortable with numeracy and be able to learn quickly in a fast pace environment  Provide support to the procurement manager with administrative tasks.  To provide delivery updates/stock availability information to the sales and project management teams.  To communicate with the warehouse team, informing them when bulk orders are due for delivery in order to plan the capacity, and also the outbound of stock going to site.  **Main Responsibilities**   1. Place Stationery/Stock inventory and Labour purchase orders according to the project manager’s requests and keep all tracking documents up to date with order date/PO ref/delivery location. 2. Daily contact with key suppliers to chase for deliveries/request for quotation/lead time 3. Process stock returns liaising with the logistics department and 4. General purchasing administration tasks (maintain supplier contact list, complete new credit account application forms, print purchase orders etc.) 5. Maintain supplier relationships and support the procurement manager in chasing contract renewal/rebate CN on a quarterly/annual basis |
| **Key Skills & Achievements**   |  |  | | --- | --- | | **Required**  Successful candidate must demonstrate the following skills and experience: | **Desired**  Although not required, it would be an advantage to be able to demonstrate the following: | | Achieved minimum 7 GCSEs grade C and above | Previous experience in a Technical or Engineering role | | Basic Computer literacy in Word and Outlook  Excel minimum Intermediate level | Experience on SAGE | | Experience in managing relationships – Supplier relationships must be constantly maintained, managed and reviewed to keep up with the short life expectancies and rapid growth of the industry | CIPS Level 3, Level 4 (or willingness to work towards Level 4 after 6 months) | | Good organisational skills; able to take on tasks and prioritise. Calm under pressure. | Interest in the Audio Visual / Information Technology industry | | Evidence of cost saving experience / achieving “best value” |  | | Good time-keeping skills and commitment |  | | Friendly and approachable nature, willing to learn |  | | Ability to work both independently and as part of a team |  |   To be considered for this position, please submit a copy of your current CV to [info@smartcomm.co.uk](mailto:info@smartcomm.co.uk). |