

JOB DESCRIPTION

Procurement Administrator

Job Title:	Procurement Administrator
Salary:	£market rate
Type:	Full time Contract
Department:	Central Functions
Location:	High Wycombe, Buckinghamshire
Report to:	Procurement Manager

Description of the Role

We have an exciting opportunity for a Procurement Administrator to join our busy procurement team based in our head office due to business growth and a new ERP system implementation.

Our fast-paced procurement department is looking for an enthusiastic, proactive and organised individual to help support the project procurement.

This will suit a candidate looking for their first step into procurement.

Main Responsibilities

- Assist the buying team with efficient administrative service
- Manage supplier relationships and utilize for best delivery and price
- Accountable for the input and updating of project cost sheets
- Liaise with buyers, suppliers and project managers to ensure products are set up correctly and purchased within a suitable timescale from approved suppliers
- Identify cost savings at any opportunity and record
- Build and maintain effective working relationships with the relevant colleagues from around the business including project managers, goods in and sales
- Additional procurement administration as and when required

Candidates Skills & Experience

- Ability to plan and priorities tasks daily, weekly and monthly
- Excellent communication skills, both written and verbal
- A good team player with the ability to build relationships
- Good Excel, Word & Other Microsoft packages
- Proactive approach to workloads
- Attention to detail

Key Skills & Achievements

Required	Desired
Successful candidate must demonstrate the following skills and experience:	Although not required, it would be an advantage to be able to demonstrate the following:
Attention to detail	Interest in the Audio Visual / Information Technology industry
Basic Computer literacy in Word and Outlook Excel minimum Intermediate level	Project procurement is an advantage
Fast Paced Environment experience is required	
Good organisational skills; able to take on tasks and prioritise. Calm under pressure.	
Ability to work both independently and as part of a team	
Good time-keeping skills and commitment	
Friendly and approachable nature, willing to learn	

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To be considered for this position, please submit a copy of your current CV to info@smartcomm.co.uk.