

Job Title: Procurement Administrator

Location: Egham

Role Overview

The main role is to provide administrative support to the Procurement Manager and wider Procurement team to ensure the smooth running of the department and operations

Key Responsibilities

- > Support the Procurement team with equipment orders, delivery dates, kit codes and specifications to ensure they fall in line with project specs
- > Oversee and assist in the Procurement mailbox
- > Raise orders and authorise orders up to limits of published authority
- > Ensure orders meet commercial requirements
- > Log and monitor purchase requisitions
- > Process client requisitions through to invoicing
- > Effective communication of all supply chain related issues to internal and external customers
- > Deal with customer queries, which will involve liaison with customers and internal finance department
- > Prepare quotes for goods and services when required
- > Office administration support: incoming calls, inbox management, stationery, greeting visitors

Desirable Skills

- > Knowledge of AV Industry
- > Experience with SAP

Additional Skills

- > Proficient in Microsoft Office: Word, Excel
- > Able to manage multiple conflicting deadlines
- > Able to manage own workload with minimal supervision
- > Attention to detail
- > Methodical
- > Proactive
- > Good spoken and written communication skills
- > Logical and problem solving ability

Further Details

Salary: Dependant on experience
Reporting to: Procurement Manager
Department: AV: Purchasing
Hours: Full-time, 40 hours per week, flexibility required

Contact

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