

Job Title: Procurement Administrator

Location: Egham

Role Overview

The main purpose of the role is to support the Procurement Manager and wider procurement team to assist in the smooth running of the department whilst ensuring general administrative duties are completed.

Key Responsibilities

- > Raise purchase orders for goods and services
- > Prepare quotes for goods and services when required
- > Raise orders and authorise orders up to limits of published authority
- > Ensure orders meet commercial requirements
- > Negotiate with suppliers and end users on issues such as prices, delivery dates or specifications
- > Log and monitor purchase requisitions
- > Process client requisitions through to invoicing
- > Manage shared email inboxes ensuring all communications are received and actioned
- > 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
- > Screening telephone calls, enquires and requests and handling them when appropriate

Desirable Skills

- > Knowledge of AV Industry
- > Previous experience in a Procurement/Purchasing team
- > Proficient in Excel

Additional Skills

- > A meticulous attention to detail
- > Administration and organisational skills
- > Commercial awareness
- > Good spoken and written communication skills
- > Logical and problem-solving ability
- > Able to manage multiple conflicting deadlines
- > Able to manage own workload with minimal supervision
- > Ability to take responsibility

Further Details

Salary: Dependent on experience
Reporting to: Procurement Manager
Department: AV: Procurement
Hours: Full time, 40 hours a week

Contact

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