



## **Job Description: Purchasing Administrator**

**Hours:** 37.5  
**Permanent/Temporary:** Permanent, Full-Time  
**Location:** Gloucester

### **Key Objectives**

To administrate, collate and record all Supplier Agreements on the supplier register and act as primary contact for the New Supplier Setup Process.

To carry out a data input support activities for the Expeditors and the Junior Buyer to help ensure that the ERP System (Syspro) is kept up to date with the latest delivery information to allow other departments to have the latest 'current' situations.

To aid the Junior Buyer raise non stock purchase orders as requested by the relevant departments, help with the purchasing administration as required.

The administrator will also be required to answer the telephone where required for all incoming calls.

### **Key Tasks**

- Reviewing supplier register to ensure all key suppliers have signed and returned the following documents; Confidentiality Disclosure Agreements, SLG Code of Conduct, Manufacturing Agreements (Licensed and non-Licensed)
- Chasing & signing acknowledgements for non-stock orders.
- Progressing purchase orders and reporting on supply issues to the Junior Buyer.
- Check Pro forma invoices and obtain approval signature
- Check all GRNs for accuracy and full supply enter onto quality data base
- Point of contact for accounts on supplier invoice queries
- Warehouse booking in queries- liaison with Goods In, WH and Finance.
- Amending dates on PO's and Subcontract jobs
- Issuing components to subcontract jobs
- Check GRNS any carry out any notification of mis delivery
- Check job variances and close down subcontract jobs
- INTERNAL reqs: to ensure correct budget holders has signed them, raise orders, chase delivery with originator and book in

- Stationery requests and raising of stationary purchase orders
- Scanning, filing and administration of all purchase orders

- Filing for the purchasing department
- Answer telephone calls
- Pricing details update with the system and notify relevant parties.
- Aid with any other general administration as required.

**Key Qualification Requirements:**

- Educated to minimum of 'A' Level standard or above
- Excellent numeracy & literacy skills
- Fully conversant with Microsoft Office including Outlook, Word and PowerPoint

**Key Competency Requirements:**

- Excellent organisational communication and administration skills
- Able to communicate across all departments and at all levels
- Capable of working on own initiative and proactively as part of a team
- High level of attention to detail
- Flexible approach
- Hard working, productive and can build effective relationships
- Confident with statistical analysis
- Creative, self-confident and assertive
- Remains calm in a fast paced environment