

## **Procurement Assistant**

Position title:	Procurement Assistant
Accountable to:	Procurement Manager
Location:	National Headquarters, Cardiff – Flexible to homeworking
Hours:	35 hours per week
Salary:	£20,795 - £26,128

### **Job summary**

An opportunity has arisen to join the Procurement department. This role will play an integral part in the organisation. Supporting the Procurement manager, the role will assist in providing a key service in an efficient manner and with which offers best value to the organisation.

### **Key duties and responsibilities**

- Process purchase requests from across the different sectors of the organisation
- Preparing relevant Purchase Orders with approved suppliers to fulfil demand
- Request quotations from suppliers
- Liaise with suppliers on the progress of orders, ensuring goods or services are delivered on schedule.
- Updating colleagues and key stakeholders with the status of their orders
- General administration tasks to support the department
- Monitor and manage all avenues of communication i.e., email, telephone ensuring all is kept up to date and filed accordingly.
- To prioritise own workload to meet the needs of the department.
- Monitoring, maintaining and updating department records
- Other duties as may reasonably be required as the department develops and which are within current abilities

## Person Specification

This is a specification of the experience, skills, etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined above) and forms the basis for selection.

Requirements:	Essential:	Desirable:	Method supporting assessment:
<b>Education &amp; Qualifications</b>			
5 GCSEs at Grade C or above or equivalent level of qualification	✓		Application Form
Other Qualifications, such as CIPS		✓	Application Form
<b>Experience</b>			
Knowledge of basic procurement procedures and policies		✓	Interview/application form
Data entry/processing	✓		Interview/application form
Understanding of software (SAGE 200)		✓	Interview/application form
Good IT Skills and knowledge of MS Office (Word Excel etc.)	✓		Interview/application form
<b>Skills, knowledge and abilities</b>			
Excellent attention to detail and commitment to ongoing personal development	✓		Interview
Good numerical aptitude	✓		Interview/application form
Ability to work effectively as part of a team to deliver objectives	✓		Interview/application form
Understand the need for professionalism and uphold confidentiality	✓		Interview/application form
Clear dedication to excellence in customer care	✓		Interview/application form
<b>Personal Attributes</b>			
Dynamic/pro-active/passionate about making a difference	✓		Interview

Ability to quickly build rapport with others	✓		Interview
Ability to conduct and present self in a highly professional manner at all times	✓		Interview
Can communicate in a persuasive manner and demonstrate strong interpersonal skills	✓		Interview/application form
Self-motivated and a positive attitude	✓		Interview/application form
Resilient and adaptable, able to work well under pressure and thrive on being given challenges and responsibility	✓		Interview/application form
Able to demonstrate commitment to St John Ambulance Cymru values and behaviours		✓	Interview/application form
Willingness to continually update skills and knowledge	✓		Interview/application form
<b>Special requirements</b>			
Flexible to work outside normal working hours	✓		Interview/application