

Job Title: Procurement Administrator

Location: Office based Unit 1 Wilcox House, Southway Drive, Warmley

Overview:

We are seeking a detail-oriented and proactive Procurement Administrator to join our team. The Procurement Administrator will play a crucial role in ensuring the smooth and efficient functioning of our procurement processes. This role involves coordinating with various departments, suppliers, contracts managers and engineers to facilitate the purchase of goods necessary for our operations. The ideal candidate will possess strong organizational skills, excellent communication abilities, and a keen eye for detail.

Responsibilities:

Procurement Coordination:

Collaborate with various departments to understand their individual needs and requirements.

Source materials from suitable suppliers based on quality, price, and delivery speed.

Obtain and analyse quotations, negotiate prices, and ensure cost-effectiveness in procurement transactions.

Maintain accurate records of procurement activities, including contracts, purchase orders, and invoices.

Work closely with our warehouse team to assist smooth running of day-to-day activities.

Supplier Management:

Establish and maintain relationships with our suppliers to ensure timely delivery of goods and services and deal with any reported shortages in a timely manner to relevant parties.

Address any issues or discrepancies with deliveries regarding orders, deliveries, or invoices.

Monitor supplier performance and feedback any issues with quality and reliability to the procurement manager.

Inventory Management:

Assist in maintaining adequate inventory levels to meet operational needs while minimizing excess inventory and associated costs.

Coordinate with our warehouse team to track stock levels, monitor usage patterns, and identify replenishment needs.

Compliance and Documentation:

Ensure compliance with company procurement policies, procedures, and guidelines.

Prepare and maintain accurate documentation related to procurement activities, including contracts, purchase orders, and supplier agreements.

Administrative Support:

Provide administrative support to the procurement team by performing other duties and responsibilities as assigned by the Procurement Manager or senior management.

In addition to the above, we provide a friendly and inclusive working environment where you will be listened to and recognised for your contribution. We take your development seriously and managers will have regular feedback conversations with you to help you grow and fulfil your potential. We promote diversity in employment and welcome applications from all sections of the community.

For more information or to apply please send your CV to

Ryan.edwards@gregorheating.co.uk and Alex.powell@gregorheating.co.uk