

## **Job Description – Administrative Assistant**

Responsible to support the daily operations of the procurement department

### **Responsibilities Include:**

- Performing administrative clerical duties relating to organising and coordinating procurement activities
- Reporting to the procurement manager for the day to day activities of the purchasing department

### **Tasks Include:**

- Respond to site teams and supplier enquiries about order status, changes, or cancellations
- Perform buying duties when necessary
- Contact suppliers in order to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems
- Review requisition orders in order to verify accuracy, terminology and specifications
- Prepare, maintain and review purchasing files, reports and price lists
- Compare prices, specifications and delivery dates in order to determine the best bid among potential suppliers
- Track the status of requisitions, contracts and orders
- Compare suppliers invoices with bids and purchase orders in order to verify accuracy
- Attendance at Procure to Pay Meetings to discuss issues
- Ad-hoc duties as required including production of purchase orders in SAGE

### **Requirements:**

- Good Standard of English & Maths
- Good practical understanding of Microsoft Office Word & Excel
- Understanding of procurement & cost control desirable
- Excellent communication skills with good telephone manner
- Ability to work under pressure