

Job Description

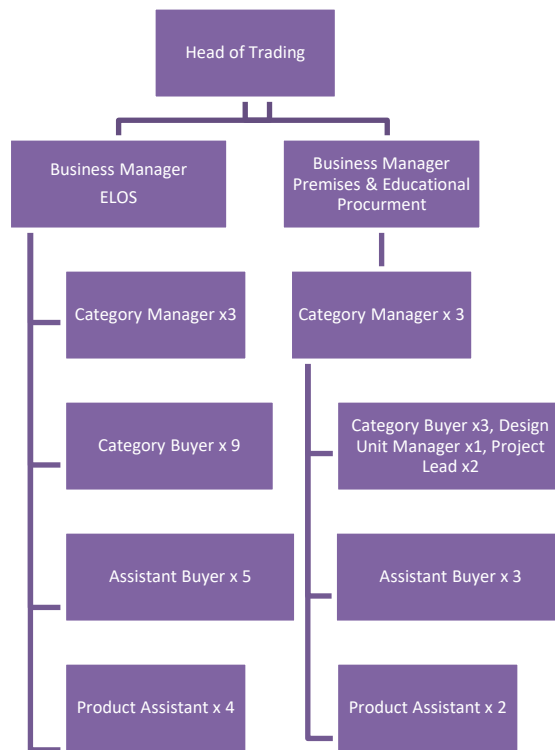


Job Title:	Procurement Assistant - Trading
Reports to:	Category Buyer
Grade:	Grade 4
Date:	March 2018 (updated structure 2022)

1. Job Purpose

- Assist in the daily duties of Procurement and provide administrative services.
- Undertake all tactical process & administrative activity in order to enable the Category team & Business Managers to focus on driving the strategic and commercial procurement agenda.
- Support all operational Procurement requirements, such as (not exhaustive), supplier performance data capture, system housekeeping, price updating, administration to support catalogue, tender and general duties and project & planning work.
- Take a strong lead in providing product content and imagery for both digital and print along with assisting the QA department and the wider Organisation with PIF information
- Assisting all customer service queries such as product details or price quotations
- Demonstrate the YPO values & ways of working which support the overall business goals. Show initiative rather than wait for tasks or instructions.

2. Organisational Structure



3. Dimensions

- Turnover approx. 24m
- Approximately 45,000 catalogues
- 38,000 active customers
- Approx. 14,000 products

4. Principle Accountabilities

- Management of the day-to-day administrative operations of Procurement, from inputting data to the system(s) to housekeeping tasks.
- Provide administrative support to enable the Category Manager and Category Buyer to focus on the strategic challenges by shouldering any tactical/operational tasks.
- Collate, analyse and report any supplier performance intelligence to the Category Buyer to achieve agreed service levels and support Post Contract Management
- Support the Customer Care Teams as and when required to ensure a high level of customer service
- Maintain effective relationships with key partners, service providers, stakeholders and customers to support business needs
- Develop working relationships with colleagues across the organisation and with key suppliers in support of Procurement
- Lead and undertake project work as required by the Category Manager or Category Buyer.
- Take a strong lead in providing product content and imagery for both digital and print along with assisting the QA department and the wider Organisation with PIF information
- Implement, update and maintain information in Excel and Word to assist the Category Buyer and Category Manager in the preparation of the catalogue and tenders

5. Planning and Organising

- Workload on a daily basis
- Reports and data on a monthly/quarterly basis
- Plan workload to meet, project, tender and catalogue deadlines

6. Decision Making

- Directly responsible for administration within the department
- Directly responsible for prioritising workload on a daily/monthly/quarterly basis
- Directly responsible for providing data and reports to the Category Manager and Category Buyer on a monthly/quarterly basis.
- Directly responsible for updating supplier and product information as agreed with the category team
- Directly responsible for being polite, courteous, helpful and professional on the telephone/meetings/supplier visits
- Providing product content and imagery for both digital and print along with assisting the QA department and the wider Organisation with PIF information
- Assisting all customer service queries such as product details or price quotations

7. Internal and External Relationships

- All internal and external customers
- External relationships with suppliers
- Colleagues in Procurement and other internal departments

8. Knowledge, Skills and Experience

Area	Essential	Desirable	Assessment
Knowledge			
Good English both written & verbal	X		AF & I
Sound administration, analytical skills	X		AF & I
Basic understanding of public sector purchasing.		X	AF & I
Skills			
Ability to analyse and interpret data	X		AF & I
Excellent inter-personal, verbal and written communication skills	X		AF & I
Excellent telephone & keyboard skills	X		I
Ability to multi-task	X		AF & I

Ability to work on own initiative and/or effectively within a team	X		AF & I
Able to organise and prioritise workload	X		AF & I
Ability to work under pressure and to strict deadlines	X		AF & I
Experience			
Experience of working in a busy open plan office	X		AF & I
Some experience of working with Microsoft Word, Excel and PowerPoint		X	I

9. Special Features	
Work additional hours/overtime during peak periods or as and when required.	
Jobholder Signature:	
Manager Signature:	
Date:	