



Role Title	Procurement Administrator				
Job Family	Commercial and Procurement	Sub Category	Procurement	Grade	A2
Behaviours	<ul style="list-style-type: none"> Making Effective Decisions 	<ul style="list-style-type: none"> Managing a Quality Service 	<ul style="list-style-type: none"> Commercial Awareness 		
Purpose	To provide efficient and effective administrative support to the business and procurement team.				

Key Accountabilities

- Process Purchase Order (PO) requests, dispatch associated contract documentation to Suppliers, raise departmental requisitions, receipt departmental POs and respond to internal and external queries following the agreed processes within agreed timeframes
- Complete monthly reporting and audit related activities, including updating standard reports and data, maintaining data collection and compiling required data
- Obtain and accurately record and maintain data held on the ERP system (Oracle) ensuring the integrity of key information held
- Support preparation of external transparency data and undertake publication; ensuring data integrity
- Respond to queries and provide general guidance and information concerning procurement policies and procedures to the Business and existing or potential suppliers; monitor Group mailboxes ensuring timely responses or allocation of emails as appropriate
- On request, undertake low-value quotation exercises on behalf of business or Procurement colleagues as appropriate
- Identify and contribute to development of processes and policies when appropriate

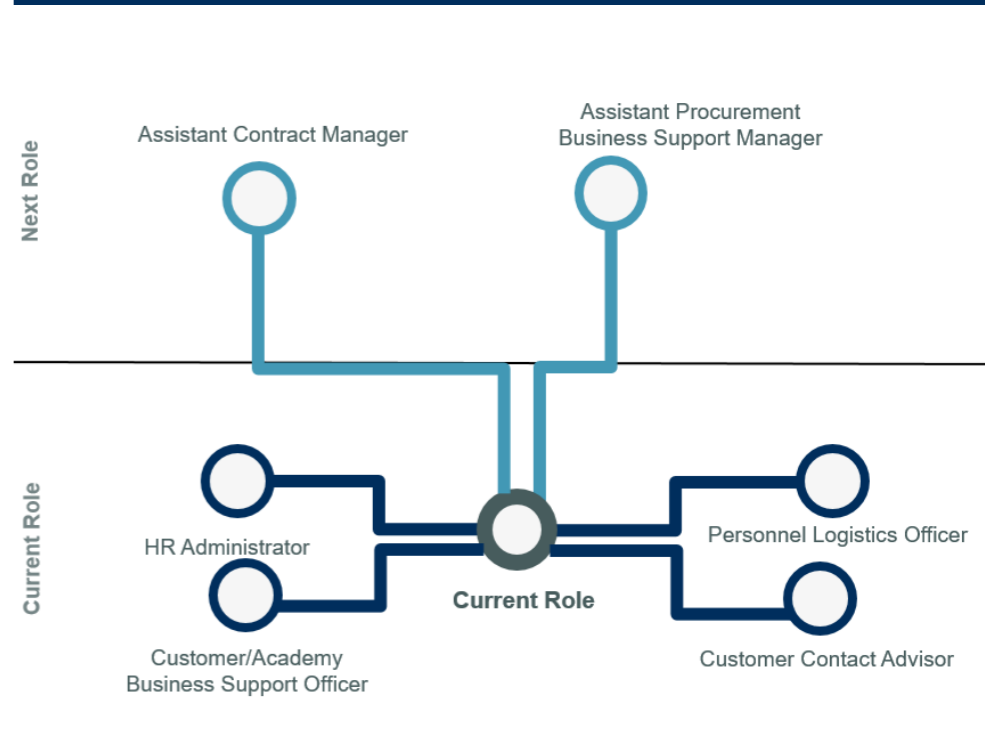
Authority and Scope

- Complete work within Requisition to Purchase Order agreed timeframes
- Follow agreed guidelines and procedures to ensure consistency and accuracy of work
- Review Requisition and Purchase Order compliancy ensuring policy, and/or governance requirements are met, escalate when appropriate
- Authority to sign off contracts up to £20,000 per contract. Escalate contracts that are deemed as higher risk or beyond authority
- Identify misuse of Government Procurement Cards, advise users on policy and escalate repeated occurrences of misuse to senior colleagues

Internal and External Communications

- Finance Assistants to resolve Purchase2Pay related queries
- Colleagues within the FCDO Services at all levels and roles, in order to respond to and resolve queries, or process amendments enabling purchase expenditure or payment of invoices within target deadlines
- Holder of Government Procurement Cards, in order to respond to and resolve queries, advise on usage policy and audit outcomes
- Existing and new suppliers in order to respond to enquiries or request information
- Identify and build collaborative relationships with colleagues in other business functions to support team working and procurement best practice, acting as the Procurement representative at stakeholder meetings

Potential Next Career Moves



Skills

- Stakeholder Management
- Customer/Supplier Relationship Management
- Customer Service
- Planning and Organising
- Administrative/Secretariat
- Microsoft Office Suite

Qualifications, Knowledge and Experience

- Essential**
- Computer literate, an experienced user of MS Office - Excel, Word and Outlook
 - Experience focusing on detailed work demonstrating a high attention to detail
 - Strong organisational skills, with ability to prioritise work
 - Ability to switch between tasks while maintaining accuracy
 - Able to provide a consistently high quality of customer service

- Desirable**
- Procurement experience, for example, processing purchase orders and dealing with suppliers
 - Basic knowledge of tendering or mini competition processes
 - Familiarity with ERP systems, such as ORACLE or similar management information systems