

**Job title:** Purchasing Administrator

**Based from:** Gloucester

**Reports to:** Group Procurement Manager

### **The Role**

The role of the Purchasing Administrator is to assist the Group Procurement Team with the purchase's administration via approved supply chain and ensure that the GBE Converge Group are fully supported with the products, materials, and services they require to successfully deliver to the Group customers.

### **Duties and Responsibilities**

- Arrange Purchase Orders through internal ERP for GBE Group
- Take responsibility for communication about deliveries and lead times with relevant departments throughout the business
- Check order confirmations and updating our ERP with the relevant data, including shipping & delivery dates, prices & quantities
- Manage the stock delivery and logistics processes from purchase through to delivery including regular contact with suppliers by phone and coordinating deliveries as required
- Maintain Internal Stock Levels for Group PPE Equipment
- Coordinating faulty stock returns with the supplier and Project Teams
- Maintain the Sub-contractor and Supplier Approved List
- Assisting with regular stock checks and update ERP systems
- Assisting the Procurement Team with day-to-day Administrative Support
- Manage credit card statements to ensure correct documentation is passed to Finance
- Providing support and cover for colleagues within the department when needed

### **Person Specification**

#### **Essential**

- Computer literate and proficient in all core Microsoft Office packages
- Have good verbal and written communication skills, including the ability to deal directly with suppliers, update existing records and prepare reports where necessary
- Have the ability to plan and monitor work to tight time scales and deadlines
- Have the ability to work creatively and innovatively dealing with core issues with suppliers
- Have the ability to form good working relationships with colleagues and suppliers
- Able to display initiative and to have strong attention to detail
- To be highly result orientated with a strong drive to deliver/succeed
- Have good organizational and time management skills.

#### **Desirable**

- Previous purchasing experience

- Previous experience of working within Fire, Security or Data infrastructure industry

We are an equal opportunity employer and value diversity. All employment is decided on the basis of qualifications, merit and business need.

### **Working Conditions**

The role is based in an open plan office environment at our Gloucester Head Office with multi-screen computer use.

### **Group Compliance**

As part of the companies compliance to The Health & Safety at Work Etc Act 1974, ISO9001 for Quality, ISO14001 for Environmental and ISO27001 for Information Technology, there are several key objectives that are issued each year upon management review that we expect all staff to work towards in order for the company to meet these objectives and include but are not limited to:

- Compliance to all legislative and British Standard requirements
- Compliance to associated accreditation bodies schemes from NSI, BAFE, LPCB, FIA and others as required
- Maximise customer satisfaction with the services provided by GBE Converge
- Working to reduce, renew and recycle any waste on and off our sites including our offices
- Protect the environment and ensure use of toxic materials is avoided where possible
- Work to best safe practice and ensure actions do not cause harm unto themselves or others
- Employees will not tamper with any issued PPE or plant machinery that it may cause harm unto themselves or others
- Ensure all minimum training requirement are met in compliance with the relevant ISO standards
- Ensure that any Information Technology 'incidents' are effectively reported and resolved in a timely fashion (internally or externally)
- Maintain clear desk and screen at all times
- Compliance to ensure no deliberate breaches in security information and/ or systems