



# South Tyneside Council

## BUSINESS AND RESOURCES

### JOB DESCRIPTION

**POST TITLE:** Procurement Support Officer

**GRADE:** Band 4

**RESPONSIBLE TO:** P2P Manager

#### Overall Objectives of the Post:

Working as part of the Procurement Team, you will be responsible for the completion of a range of Procure to Pay (P2P) functions, ensuring the delivery of an efficient service for both internal and external customers. You will be responsible for completing tasks within required timescales and resolving any queries in a timely manner; in accordance with agreed policies and procedures.

#### Key Tasks of the Post:

**1. You will support the Procurement Team through the completion of a range of P2P Functions. You will:**

- Obtain quotations on behalf of the Council, ensuring best value is achieved.
- Review and challenge, where appropriate, internal purchase requisitions prior to producing purchase orders.
- Input supplier Invoices accurately and efficiently using the Council's ERP and Social Care payments systems.
- Resolve any invoice queries to ensure payments are made on time, as per agreed payment terms.
- Create and maintain procurement data within the Council's ERP system.
- Organise corporate travel; clarifying arrangements, obtaining quotations and processing purchase orders as required.
- Generate reports to support the P2P Service.
- Deal with incoming telephone calls, emails and other forms of correspondence received into the department.
- Resolve queries relating to Procurement Initiatives, i.e. Purchasing Card Scheme, Supplier Incentive Programme.
- Provide general administrative support to the Senior Management Team.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: KK/KDS

Date: 05/08/2019