



Job profile

Apprentice Procurement Assistant

Group: Corporate Services and Governance

Service: Corporate Commissioning and Procurement

Location: Civic Centre

Line Manager: Procurement Development Lead

Car User Status: Casual

Job Purpose

Under instruction from the Procurement Development Lead and Category Leads to provide administrative support to the Corporate Commissioning and Procurement Service.

The key roles of this post will include:

- Utilising the procurement digital system (or any replacement) including downloading tender or quotation submissions and dealing with supplier queries.
- Assisting with checking tender submissions for compliance and populating scoring matrixes.
- Assisting with administration in respect of appointing suppliers to procurement solutions including preparing letters, updating Excel spreadsheets, updating Agresso information, updating contract schedules and user guides, updating contract databases, and preparing contract extensions under direction of the Category Leads.
- Assisting with the processing of applications for dynamic purchasing systems and undertake monitoring and other associated administrative tasks as directed.
- Maintaining data in relation to contract management fee and facilitate collection.
- Raising orders and raising and paying invoices on behalf of the service.
- Organising internal and external meetings and events on behalf of the service.
- Recording savings and other key performance information as instructed.
- Issuing customer and supplier questionnaires and recording responses.
- Undertaking other clerical and administrative support to underpin the work of the Service and representing the service as directed



Knowledge & Qualifications

Essential:

Knowledge of

- General administrative duties
- Working with IT Systems including Microsoft Office (Word and Excel).

Experience of

- General administrative duties
- Effective communication and customer service skills
- Developing and maintaining effective relationships
- Working with ICT systems including Microsoft Office (Word and Excel)
- Good teamwork

Qualifications

- GCSE's grade A-C/9-4 (or equivalent)

Desirable:

Knowledge

- Procurement processes

Experience

- Working within public sector procurement
- Working with spreadsheets



Competencies

Customer Focus

Puts the customer first and provides excellent service to both internal and external customers

Communication

Uses appropriate methods to express information in a clear and concise way to make sure people understand

Team Working

Works with others to achieve results and develop good working relationships

Making things happen

Takes responsibility for personal organisation and achieving results

Flexibility

Adapts to change and works effectively in a variety of situations

Learning and Development

Actively improves by developing and applying new skills and knowledge and learns from past experiences