

JOB TITLE: Purchasing Administrator

ACCOUNTABLE TO: Purchasing Manager

JOB DESCRIPTION – Key Purpose of Role:

To provide administrative support to all functions within the Purchasing department, improving the efficiency in the key areas of procurement and provide knowledgeable and timely statistical data within the parameters defined by the management system

VALUES:

To be guided in all actions by a commitment to Box Values acting with professionalism and integrity at all times

DUTIES / KEY TASKS:

1. Provide administrative resource to the Purchasing team in the generation and expedition of purchase orders., maintenance of supplier price lists and approved supplier records.

Knowledge & Understanding

- Good understanding of internal purchasing systems
- Understands contract requirements
- Good level of product knowledge
- Understands business plan
- Understands principles of Vendor management programme
- Understands commercial activity of purchasing and wider external commercial forces.
- Deals with day to day issues and routes more complex problems as appropriate.

Skills

- Excellent ability to prioritise tasks and manage own time.
- Clear attention to detail.
- Can present clear, concise data both written and verbally.
- Is proactive in approach to engagement with external parties.
- Communicates relevant and accurate information when asked.
- Is pro-active in approach to process efficiencies and improvements
- Ability to problem solve

LEVEL OF AUTHORITY

Communicate externally with authorised suppliers and relevant third parties escalating any instance of non conformity to the relevant level of authority within the Purchasing team.

2. Provide front line response across business to all internal enquiries regarding pricing, lead time, availability, open order book and order schedule.

Knowledge & Understanding

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- Understands contract requirements
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- Understands business plan
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Skills

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LEVEL OF AUTHORITY: Communicate with external parties where necessary. Prioritise and escalate internally when required to meet departmental SLA's

3. Undertake day to day administration and creation of company stock records in cooperation with the product marketing team. Applying specific focus to the purchase specific detail (Shipping specifications, prices etc)

<p><u>Knowledge & Understanding</u></p> <ul style="list-style-type: none"> ▪ Solid understanding of our stock management systems ▪ Good understanding of the company management system ▪ Good understanding of organisation structure and responsibilities. ▪ Understanding of product management function <p>Good understanding of company product portfolio</p>	<p><u>Skills</u></p> <ul style="list-style-type: none"> ▪ Can propose solutions clearly where relevant ▪ Communicates relevant and accurate information when asked. ▪ Excellent ability to prioritise tasks and manage own time. ▪ Is structured and disciplined in approach to document management
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LEVEL OF AUTHORITY
Communicate with appropriate individuals across the business and engage with external agencies where required. Can initiate new stock code generation in conjunction with Product management team where appropriate.

4. Support the Procurement team in the production of standard reporting and presentation data across the department, including KPI capture and analysis.

<p><u>Knowledge & Understanding</u></p> <ul style="list-style-type: none"> ▪ Understands the scope of Purchasing and Logistics team functions ▪ Good understanding of the company management system ▪ Good understanding of organisation structure and responsibilities. ▪ Good knowledge of company and department KPI's ▪ 	<p><u>Skills</u></p> <ul style="list-style-type: none"> ▪ Can propose solutions clearly where relevant ▪ Communicates relevant and accurate information when asked. ▪ Has an analytical perspective of data. ▪ Excellent ability to prioritise tasks and manage own time. ▪ Is structured and disciplined in approach to document management ▪ Is innovative in developing improvements to a process ▪ Excellent MS Excel and PP skills ▪ Can create and follow clear work instructions
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LEVEL OF AUTHORITY
Communicate with appropriate individuals across the business and engage with external suppliers and contractors where required. Present initiatives and new proposals to line manager and pro-actively promote across all levels of the department.

5. Understand and apply the appropriate processes, policies and standards within the company management systems

<p><u>Knowledge & Understanding</u></p> <ul style="list-style-type: none"> ▪ Excellent understanding of the processes, policies and standards required to perform at a satisfactory standard ▪ Overall knowledge of the Management System ▪ Good working knowledge of Access Dimensions and CRM ▪ Aware of the company H&S Policies and procedures ▪ Understands the company HR Policies and procedures 	<p><u>Skills</u></p> <ul style="list-style-type: none"> ▪ Creates and follow work instructions Process Flow Diagrams ▪ Recognises areas for improvement (not necessarily specific to individual responsibilities) and feedback to manager ▪ Deals with complaints in a timely and effective manner ▪ Responds to non-conformance and supplier corrective action request observations positively and implements the necessary corrective actions ▪ Maintains accurate and up to date records as required ▪ Adheres to H&S and HR policies and procedures, recognising individual responsibilities
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LEVEL OF AUTHORITY
Takes ownership for own actions. Seeks guidance and support from HR and Management as required

This Job Profile is not definitive and includes the necessity to carry tasks and duties fully as detailed in Box Technologies Management System and to carry any other duty that may be required in addition to those detailed that support the Company in delivery of its Business Plan

EXPERIENCE

Essential

Educated to A level
Good command of English
Good communication skill
At least 6 months' experience in an office environment
Excellent IT skills

Desirable

Previous B2B experience in IT related industry.
Previous experience in Procurement and Supply Chain environment.
Previous training in Purchasing and Supply Management

INDUCTION TRAINING			
Company/Systems Awareness		Function Awareness	Product Awareness
Training Requirement	Responsible Person	Subject	Duration
Management Induction Presentations:			
Orientation Presentation	Chairman	Company overview presentation	1 hour
Orientation Presentation	HR Director	Human Resources/ Management System	1 hour
Orientation Presentation	Technical Director	Technical support/ Production	1 hour
Orientation Presentation	Sales & Marketing Director	Sales and Marketing	1 Hour
Orientation Presentation	Customer Service Manager	Customer services /RMA and Maintenance	1 Hour
Orientation Presentation	Business Programme Manager	Projects and Hospitality Deployment	1 Hour
Orientation Presentation	Management Accountant	Finance	1 hour
Orientation Presentation	Purchasing & Logistics Manager	Purchasing, logistics and Warehouse	1 hour
Orientation Presentation	Marketing Manager	Marketing & Product overview	2 hours
Orientation Presentation	Production Manager	Production	1 Hour
Further workplace coaching:			
Production	Production Manager	Half day in production. Shadowing production, service & Repair, Kiosk and RMA operatives.	4 Hours
Warehouse	Warehouse Manager	Half day in warehouse. Shadowing warehouse operatives, and goods in area.	4 Hours
Sales	Sales & Marketing Director	Half day in sales department shadowing indirect sales and sales administration.	4 Hours
Projects	Business Programme Manager	Half day in projects, shadowing administrators.	4 Hours
Purchasing	Purchasing and Logistics Manager	Half day in purchasing & Logistics shadowing buyers and Stock controller.	4 Hours
Customer Services	Customer Services Manager	2-3 Hours in customer services Shadowing team	2 – 3 Hours
Company information	HR Assistant	SharePoint Orientation, HR Forms Fire Safety, Health and Safety regulations	2 Hours
Access Dimensions Training	TBA	2- 3 hours coaching on the Access Dimensions system	3 Hours
Super Office Training	TBA	2- 3 hours coaching on Super Office CRM	2 Hours