

Job Description

PROCUREMENT OFFICER

Grade: 3/ 4

Location: Sutton, Surrey SM2

General Purpose of Job:

To carry out duties within the procurement of goods and services and to support the Contracts Manager and Head of Procurement with the smooth running of the function. To coordinate the set up and checking of new suppliers, to coordinate the contracts database and help out with the administration of the function to ensure it runs in an efficient and timely manner.

Functional Links

The post holder will liaise with College and School staff, suppliers, local authorities and agencies and maintain the high standards of the Trust.

Reporting Relationships

The Procurement Officer will be expected to work under the direction of the Head of Procurement.

DUTIES AND RESPONSIBILITIES:-

Procurement Officer

1. Act as central contact for all New Supplier requests, ensure credit checks and bank details are entered on the system.
2. Help to set up a preferred supplier list, and analyse and produce reports to aid this process
3. Coordinate all contracts and help to administer the contracts database for all schools and college
4. To support the Contracts Manager with contract renewals including, analyzing and summarising data.
5. To help with the overseeing and checking of tender and quotation waivers.
6. To aid with any administrative tasks including helping to put together tenders.

7. Dealing with supplier queries in a professional manner
8. Reconciliation of supplier contracts and invoices if required
9. Ensure up to date supplier details are maintained on the finance system for pop out purchasing catalogues.
10. Liaising with Centre Co-ordinators and Budget Holders to improve and maintain internal procedures for the procurement function
11. Ensure all value for money forms are complete.
12. Assist in administrating all quotes are received in accordance with the finance Regulations if required.
13. Assist in administration of fixed assets if required.

Other duties

14. To work both as part of a team or under minimum supervision
15. Prioritise workload to achieve own and team goals
16. To maintain information in a confidential manner
17. To maintain accurate accounting records in the performance of duties
18. To demonstrate a commitment to safeguarding children and vulnerable adults
19. To carry out all duties in accordance with OHCAT policies
20. To carry out other such similar duties that may be reasonably required.