**Job Title: Purchasing Administrator**

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| **Role Purpose (position scope)** |
| Reporting to the Supply Chain Manager, as Purchasing Administrator you will be primarily focused on providing administrative support to the Procure to Pay process. You will be working closely with all members of the Supply Chain team to achieve the successful operation of the business while ensuring adherence to all Process and Procedures.  |

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| **Line Manager** |  | **Direct Reports** |  |
| * Supply Chain Manager
 |  | N/A |  |

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| **Key Responsibilities** |
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	+ Review purchase requisitions against the preferred supplier list
	+ Process purchase orders and action amendments as required
	+ Expedite Orders and maintain open order book reports
	+ Complete new supplier set up forms
	+ Produce management information reports
	+ Maintain Procurement system and ensure compliance with procedures
* **Core Competencies**
	+ Able to hold an SC-Level security clearance
	+ Commitment to continuous improvement and the development and improvement of functional processes and procedures.
	+ Maintaining accurate records and documentation in accordance with all applicable processes and procedures.
	+ Report any concerns of unsafe conditions to first line manager that apply tosafety of personnel and/or airworthiness.
	+ Adhere to all safety assessments, controls and/or mitigations.
	+ Undertake mandatory training as required by the business
* **Personal Skill & Attributes**
	+ Good communicator, with the ability to build and maintain effective relationships.
	+ Good team player and enjoys working collaboratively
	+ Highly self-motivated, assertive and resilient with the ability to work under pressure.
	+ Excellent organisational and time management skills,
	+ Financial and commercial awareness.
	+ Proficient in the use of MS Office software, Advanced knowledge of Excel is desirable
	+ Experience of ERP/MRP systems is advantageous.

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Job Holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_