

Job Title	Procurement Assistant
Department	Procurement
Reports to	Category Manager
Grade	Grade 3
Purpose & Overview	<p>To support the delivery of the WWU Procurement Strategy and Annual Procurement Plan.</p> <p>Reporting to the relevant Category Manager as part of the Procurement Team, this person will support the Category Team with sourcing events, contract management, maintenance of the AVL and transactional procurement activities.</p> <p>They will support the wider decentralised procurement model by acting as internal customer focused support for business lead queries whilst ensuring Procurement policy compliance.</p> <p>They will support other category areas in times of absence of other Procurement team members.</p> <p>They will be involved with procurement initiatives in order to improve the efficiency and effectiveness of the Procurement team and improve the overall service offering to the wider WWU business.</p>
Key Accountabilities	<p>Key responsibilities will include:</p> <ul style="list-style-type: none"> • WWU Supplier vetting, creation activities and co-ordinating supplier audits as appropriate in a compliant and timely manner. • Category Supplier maintenance activities in a compliant and timely manner. • Complaint and timely Contract Management activities including: <ul style="list-style-type: none"> ○ Contract renewal, extensions, price reviews, supplier performance, associated transactional activities. • Stakeholder Engagement Activities, including: <ul style="list-style-type: none"> ○ Timely Contract implementation activities, CAN's, Catalogues, Communication activities whilst ensuring compliance and driving excellent customer service. • Compliant and time-bound Sourcing Activities including: <ul style="list-style-type: none"> ○ Data prep and analysis, E-sourcing event admin, utilisation of e-sourcing tool, sourcing document creation from templates, contract implementation, taking the lead in smaller sourcing activities. • Departmental Administrative activities including: <ul style="list-style-type: none"> ○ Transactional Forms administration and process compliance (procurement & business), shared mailbox management. • Departmental Specific Activities including: <ul style="list-style-type: none"> ○ PO Governance, Documentation and process standardisation activities, Audit Support, Systems Development and testing. ○ Acting as the first point of contact for both suppliers and business stakeholders to enable self-sufficiency in the use of procurement systems and resolve contract queries. ○ Ensuring efficient and accurate administration and maintenance of records, files and associated systems. Maintaining appropriate electronic and hard copy document records of contracts and related contractual documentation. ○ Undertake wider departmental tasks within the Procurement team as required.

Technical Know-How & Skills	<ul style="list-style-type: none"> • A customer focused person who takes ownership and responsibility for delivering against performance objectives. • Good written and verbal communication skills with the ability to communicate and interact effectively at all levels within the business. • Excellent analytical and organisational skills with a high attention to detail. • Ability to work both under own initiative and as part of a team. • Ability to prioritise own workload and multi-task whilst ensuring SLA's are met. • Good working knowledge of Microsoft Office packages particularly Word, Excel and TEAMS. • Develop and maintain a working knowledge of WWU Procurement Policy, processes & procedures. • Develop and maintain an overview knowledge of Procurement legislation. • Develop and maintain an overview knowledge key WWU Policy, processes & procedures. • Develop and maintain an overview knowledge key non-procurement legislation Modern Slavery Act 2015 • Be confident in the use of a range of IT solutions utilised in procurement activities, such as SAP and e-sourcing platforms.
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