

Job description and person specification



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1. Job details	
Job title	Purchasing Administrator
Salary band	Band 7
Accountable to	Team Leader

2. Job summary
The job holder will be part of the central purchasing team and will be responsible for ordering products from key suppliers in an efficient, accurate, and timely manner. The post holder will also be responsible for identifying opportunities to consolidate orders and to recommend process improvements to help SJA obtain better value for money. Key duties include control of the purchase order process, authorise, or obtain authorisation for purchases, and liaise with management, employees, volunteers, and suppliers on purchasing issues.

3. Main duties and responsibilities	
1	Control purchase ordering process for internal and external suppliers relating to medical equipment, uniform, and consumables
2	Review requisitions for appropriate authorisation and challenge any unnecessary spend.
3	Log purchase requisition requests on centralised Purchase Tracker, assign purchase orders
4	Liaise with employees, volunteers, and management on purchasing issues
5	Resolve any invoice discrepancies through communication with the Purchase ledger team, end user and suppliers.
6	Consolidate order requests to ensure best value for money for SJA
7	Liaise with St John Ambulance Supplies and third party suppliers
8	Police non-compliance with St John Ambulance purchasing guidelines
9	Liaise with procurement department on national contracted purchase agreements and challenge non adherence
10	Follow St John Ambulance purchasing policies and processes.
11	Control and coordinate deliveries between end user and supplier
12	Perform any other duties commensurate with these responsibilities, the band of the post and skills and qualifications of the post-holder

4. Person specification

This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection.

Requirements	Essential and desirable criteria		Method supporting assessment
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Education and qualifications

Educated to GCSE level or equivalent (Grade C)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form
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Experience

Experience of working within a purchasing capacity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Experience of coordinating across a multi-site operation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Administrative, coordination experience and managing multiple priorities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Dealing with customer, employee, volunteer, and supplier queries	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Experience of working successfully in a customer focused environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview

Skills, knowledge, and abilities

Excellent interpersonal skills with ability to communicate effectively at all levels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Ability to use Microsoft applications at intermediate level	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Ability to prioritise and show attention to detail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Ability to work on own initiative, as part of a team and under direction from line manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Knowledge of St John Ambulance products and services.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview

Motivation

Willingness to adapt and learn new skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Able and willing to work flexible hours and undertake occasional travel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

Initials: NW	Date of preparation: 13/11/17
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