##### Role title: Contracts and Procurement Administrator

##### Reports to: Commercial Contracts and Procurement Manager

##### Date: September 2020

##### Job purpose: To assist with the day-to-day administration of the procurement and commercial contracts function for the association, liaising with external suppliers and internal customers to provide a fully operational procurement and commercial contracts function.

Financial: n/a

Staff: n/a

Other: c10 External Suppliers, c400 Commercial Contracts

##### Principal accountabilities:

Responsible for providing administrative support to the Commercial Contracts and Procurement Manager to ensure the smooth day-to-day operation of the commercial contracts and procurement function.

To assist the Commercial Contracts and Procurement Manager in the management of the tendering and procurement processes for the Association, obtaining quotations, structuring tenders and leading on evaluations through to contract award, whilst ensuring that they are conducted in conformity with BACP procurement policies.

To assist in the development and maintenance of an appropriate system of internal control to enable the procurement function to operate effectively, efficiently and ethically.

Procuring goods or services from suppliers, including the appointment of preferred suppliers, following the correct procedures and processes including calculating and comparing costs for required goods or services to achieve best value.

To assist the Commercial Contracts and Procurement Manager in improving efficiency and effectiveness in the way the Association procures its goods and services by monitoring suppliers performance, ensuring service level agreements (SLA’s) and key performance indicators (KPI’s) are met, and driving improvement.

To compile and maintain all documentation for procurement processes from advertisement to award of contract and ongoing contract management.

To source and contract with suppliers and service providers, in conjunction with the Commercial Contracts and Procurement Manager, including reviewing all the purchase orders for the association.

**Context:**

Operating environment: Across all departments, all external customers and suppliers to the association

Framework & boundaries: Regulatory, Legal, Internal Policies, Authority Limits

Organisation: see organisation chart

##### Relationships:

Direct reports: n/a

Manager: The role reports to the Commercial Contracts and Procurement Manager.

Other contacts: Working closely with all departments across the association

Procurement – c10 External Suppliers, c400 Commercial Contracts

##### Knowledge & experience:

**Education:**

Essential:

A good level of general education (level 4 or above), including English and Maths

Desirable:

Qualified to Level 4 or above in a procurement or business-related qualification e.g. Chartered Institute of Purchasing and Supply or willingness to achieve qualification.

**Experience:**

**Essential:**

Strong commercial acumen with experience in liaising with Senior Management, staff and contractors.

Experience working in a procurement environment.

Experience of effectively administering commercial contracts.

**Desirable:**

In depth experience and understanding of Contract and Procurement functions which will include, tendering processes, drafting, negotiating and managing the procurement process, and monitoring, reviewing and evaluation of contract compliance.

**Competencies:**

A customer service focus and the ability to liaise with customers and people from all backgrounds and levels.

A strong attention to detail and a track record of enhancing service delivery

Efficient and organised, with the ability to make decisions and use initiative where required.

The ability to follow processes and procedures, including the ability to seek advice where appropriate.

A team player including flexibility and willingness to assist with peak workloads within the facilities function on an as-needs basis.

Excellent communication skills with the ability to communicate in a clear and simple manner both verbally and in writing with internal and external customers.

Excellent time management and prioritising skills.

PC literate, demonstrating extensive experience of utilising Word, Excel, Outlook, and the World Wide Web in day to day activities.

##### Job challenge:

Dealing with the expectations of internal customers and departments.

Ensuring adherence to the procurement policies and procedures across the association.

##### Additional information