

PROCUREMENT CONTRACT ASSISTANT

Job purpose: Provide support for end to end contract management for new and existing contracts.

Key Accountabilities

Procurement

- Undertake low value/ low risk contract reviews / renewals.
- Support the renewal of contracts or procurement of contracts to support the various low / medium value/risk projects.
- Market testing / benchmarking (when requested)
- To assist the Procurement Contract Manager with procurement of required items or services and support the management teams to deliver those services to the business. Including assisting with documentation where required.
- To assist with managing and developing the TLS Group and SRA Approved Suppliers Lists.
- Undertake credit checks for new and existing suppliers and provide a summary.
- Checking if supplier, or item of supply already exists within our supply base before approval of new suppliers.
- Assist with writing and distributing Sourcing Plans.
- Assist with ensuring contract sign off is achieved through the correct internal channels.

Supplier Relationship Management

- Assist in managing existing and new supplier relationships to include supplier performance management, service reviews, service improvement and continuous improvement initiatives (with the delivery team).
- As part of ongoing review of suppliers performance, assist with commercial reviews and initiation of service improvement plans if required, work with finance to ensure payments under the contract are properly made following milestone review and sign off or delivery.
- Through use of new supplier and annual review questionnaires and Approved Supplier Lists, understand the suppliers' capabilities so that existing supplier relationships can be leveraged thus containing procurement costs.

Contract management

- break down the contract in to deliverables and obligations and track in a matrix..
- With support from the Procurement Contract Manager and legal where required, support the business teams on contract terms and their meanings and relevance, respond to business queries around contractual terms.
- Ensure the contract change process is followed and understood by the business.

Team support

- The Procurement Contract Assistant will support the Procurement Contract Managers in relation to procurement contract and vendor management. You will

be supported by the Procurement Administration team and will work closely with team members to provide a quality end to end service.

Customer Relationship Management

- Build strong working relationships with our internal clients and other general requirements who receive the service i.e. Finance, Library, Commercial Affairs.

Risk

- Support the risk management process for the procurement of goods and services and supplier relationship management ensuring that all risks facing the function are identified, documented and mitigated.

Knowledge, Skills & Experience

Essential

- Experience of providing support to a procurement and contracts function
- Basic knowledge of supplier relationship management
- MS Outlook, Word ,Excel and Access – intermediate level
- Numerate and able to understand quotes and invoices
- Document production skills – to produce clear, well formatted documentation to high standards.
- A good team player – willing and able to assist customers and colleagues and flexibility to cover for others

Desirable

- Experience of monitoring provider performance against SLAs and KPIs.
- Experience of on boarding new suppliers and implementing the agreed governance model.
- Excellent verbal and written communications skills which can be used to deal with senior managers and key customers at a business level
- Ability to solve problems creatively and effectively and support this in others
- Coaching and influencing skills
- Member of the Chartered Institute of Purchase and Supply/ IACCM or working towards
- Degree or equivalent qualification/ experience.

Planning & Organising

Organisation Chart

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Dimensions

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