

PROCUREMENT CONTRACT TEAM ADMINISTRATOR

Job purpose: To provide general administrative support to the Procurement Contract Management team.

Key Accountabilities

Admin:

- All team documentation (as agreed) filed in accordance with standards; ensuring that all filing is up to date, key documents are securely maintained and readily available when required, and that documents are destroyed as policy dictates.
- Meetings and workshops efficiently organised, including booking rooms, arranging catering and VC facilities. Monitor and follow-up agreed actions.
- Timely and accurate meeting minutes.
- Documents typed and formatted as requested
- Phone calls and messages taken and accurately passed on
- Assist in the monthly collation of timesheet data as required
- Assist in the preparation of presentations
- Effective planning and maintenance of Manager's diaries, where required
- Arrange travel and accommodation for team members, as required
- Provision of any other admin support required
- Ensure original signed contracts and variations are processed with our internal Legal department and ensure working copy is issued.
- Chasing up outstanding contracts for signing
- Completing Legal Dept contracts form and sending to Legal Services.
- Supplier re-activations & de-activations. Run 6 monthly reports and identify suppliers for de-activation.
- Active supplier listing. Generate bi weekly report to upload to Intranet.

Contracts Database:

- Maintain and update the centralised supplier/contract database - adding or deleting new suppliers, updating contract documents held by the database. Generate ad hoc reports as required.

Temporary & Recruitment Agencies

- Requesting monthly MI reports from preferred Temp & Recruitment Agencies.

Knowledge, Skills & Experience

Organisation Chart

Essential

- Team player with good communication skills
- Educated to GCSE level standard or above
- Practical experience of providing general administrative duties
- MS Outlook, Word ,Excel and Access – basic level
- Numerate
- Document production skills – to produce clear, well formatted documentation to high standards.
- Minute taking skills
- Organisational skills
- Good attention to detail
- A good team player – willing and able to assist customers and colleagues and flexibility to cover for others

Desirable

- A brief understanding of procurement processes and policies, including basic contract management.

Planning & Organising

Support the Procurement Contract Management team in planning key activities, renewals, and budget information on a monthly and annual basis.

Dimensions

Based in the Midlands/London.
It may be necessary to visit other sites where some project team members, suppliers or business users are located e.g. in order to minute meetings
There will be occasional need to work beyond normal office hours to meet deadlines.