

Procurement Administrator

An enthusiastic and capable individual is required to join our dynamic and expanding company on a **12-month, fixed term basis**.

The successful candidate must be well organised and possess good communication skills. They must be a good team player working within a busy procurement team dedicated in supporting the business through the procurement of components, materials and services. The Procurement Administrator will have an important part to play in the effective management of the company's diverse supply chain.

Benefits

The role comes with an excellent salary and the following benefits:

- Culture that promotes teamwork and empowering individuals to make a difference
- Challenging role with on-the job training, working as part of an expert team
- Further Education opportunities
- Optional overtime available
- Competitive Holidays
- Hybrid working opportunities
- Company Pension contributions
- Private Healthcare and Life Insurance

Principal Duties

The Procurement Administrator will be required to:

- Perform administrative duties in relation to the Procurement function.
- Support the Procurement Team by maintaining Approved Vendor details and updating supplier information and certification records.
- Liaise with the accounts team and amend Purchase Orders for goods and services to match invoices.
- Be responsible for the prompt processing of requisitions and placement of Purchase Orders.
- Support the expediting function and ensure Purchase Orders are delivered on time as requested.
- Be responsible for ensuring the company is assured of best service at cost effective rates.
- Attend training courses as requested by the company.
- Maintain a high standard of personal safety in the workplace observing all company HSE requirements and obligations.
- Convey a professional image of the company at all times.

Required Knowledge & Experience

The Procurement Administrator is required to have the following knowledge & experience:

- Working knowledge of all MS Office Applications
- Good communication skills essential
- Good team player

Desirable Knowledge & Experience

It is advantageous for the Procurement Administrator to have the following knowledge & experience:

- Previous Experience in a similar role would be beneficial, but is not essential
- Previous experience using and working with Procurement or ERP systems would be advantageous, but is not essential

Location

Kirkhill Industrial Estate, Dyce, Aberdeen. Please note that this is an office-based role.

Apply by email only with your full CV to Vacancies-Technical@metrol.co.uk