



Roles & Responsibilities

Job title: Purchasing Support

**Reports to: Contracts Manager
Services & Consumables**

Job purpose:

To support and assist Purchasing Colleagues (the Department) in general with their procurement duties, including communication both with PGL Centre colleagues and Suppliers

Key responsibilities:

1. To assist all members of the Purchasing Team

- *To assist all members of the Dept when required with Purchasing matters for both Centres and suppliers.*
- *Control and document any purchasing samples received.*
- *Uniform samples labelled and stock control. Support Centre ordering.*
- *Picking and posting equipment kept in Stores, plus products to be delivered centrally.*
- *Management of purchasing calendar and taking and circulating of meeting notes.*

2. Administration

- *Compleat PO raising and receipting support.*
- *Monitoring and managing the Purchasing In Box*
- *Chasing outstanding receipts on Compleat System with PGL Centres and suppliers where necessary*
- *Helping where appropriate with the admin of the MSA Policy and supplier data base*
- *Support with EPOS and Activity Equipment requirements*
- *Monthly stock transfers*
- *Central Invoices*
- *Assist Hybrid colleagues with tasks that need to be carried out at Alton Court*

3. General Support for Alton Court

- *Sending out replacement items to guests, when required ie Mug's etc....*
- *Picking and posting equipment from Stores.*

We would be happy for this role to be aimed at a school parent, part time but 5 days per week..



person specification

Key competencies:

	Essential	Desireable
<i>Team Work</i>	✓	
Effective Communication	✓	
IT Savvy Microsoft Applications	✓	
Flexible Attitude for multiple subjects within the role	✓	
Previous knowledge and experience of Business IT Systems	✓	
Well organised and thorough method of working	✓	
Able to work under pressure	✓	
Ability to be persuasive	✓	
Experience of external communications to suppliers / business		✓
Assertive style 'firm but fair' approach		✓