

Job Title: Division: Issued to: Date: Location:	Admin Procurement 14/01/20 Nottingham
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KEY PURPOSE OF ROLE:

This varied role's main responsibilities are to support the Jigsaw procurement team and the general business in procurement administration tasks as well as purchasing responsibility for an expanding software product portfolio and company travel requirements.

KEY DUTIES & RESPONSIBILITIES:

- Process requests for company travel, hotel bookings and hire cars
- Ad-hoc requests for non-core product and services purchasing as required by the wider business.
- Processing and uploading supplier price lists to ensure that the ERP system pricing is up to date and accurate.
- Respond to product and order queries from the sales team in a timely and courteous manner, creating new product Item codes in the ERP system.
- Manage the purchasing team shared email box to ensure that communication flows around the business are effective.
- Assist the Apple team with Apple specific administration support.
- Assisting the wider purchasing team with cover and assistance as required.

SKILLS AND QUALITIES:

- One years experience in a business environment, preferably with procurement responsibilities but will consider candidates working in administration or customer facing roles looking to move in to procurement or the IT industry.
- Understanding of IT industry or fast moving consumer or manufacturing environment would be advantageous.
- Excellent written and oral communication skills at all levels.
- Strong negotiation skills.
- Commercial acumen, ability to analyze data to make and justify decisions.
- IT skills with the ability to learn new systems quickly, MS Office experience is essential, working knowledge of Excel preferred.
- Ability to quickly learn and retain knowledge with regards to products and processes.
- A desire to provide insanely great customer service.
- Hard working, structured and organized with an excellent eye for detail.
- Ability to 'think outside the box' to offer achievable solutions under pressure.
- Must be a team player with a willingness to help others and fit in to the Jigsaw24 culture.