## Apprentice – Procurement

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| **Generic title** | Admin support |
| **General Description** | Works under close supervision providing administrative support to the team. |

## Competencies

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| **Achieving Results** | Capacity to work well within clear guidelines and produce required results within own role |
| **Analytical thinking and decision making** | Assessment of simple data within company guidelines, policies and procedures |
| **Communication** | Conveys straightforward information with accuracy in familiar situations |
| **Dealing with change** | Will consider different approaches  Capacity to accept change |
| **Teamwork** | Ability to co-operate with team members in order to ensure own role is fulfilled |
| **Leadership** | Accepting authority and the need for leadership |
| **Managing resources** | Appreciates the time, cost and quality of implications of their job role |
| **Negotiation** | Open to persuasion |
| **People Development** | Willingness to be developed and accept new skills |

## Role definition

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| **Summary of role** | The work of procurement and supply professionals involves the process of procurement of buying goods and services however, their roles are often much broader. The Commercial Procurement and Supply Chain Apprenticeship takes into consideration the extended range of related commercial activity such as influencing policy, financial analysis, engaging in contract law, and developing strategy to deliver services.  The role of Procurement Apprentice within Morgan Sindall involves assisting in the day-to-day operational work of the team. This includes liaising with colleagues across the organisation, external companies/organisations and members of the public as required. Tasks include (but are not limited to):   * Providing administrative support to the Procurement team * Supporting a range of Procurement projects and initiatives; * Using various IT systems like COINS, Bravo and CompeteFor which enable us to procure goods and services. |
| **Responsibilities and accountabilities** | Must ensure that high standards are maintained from self and others that they interact with within the team.  Must endeavour to continuously improve own knowledge and performance. |
| **Qualifications, training and technical knowledge** | A level 3 qualification such as A levels or a BTEC  A keen interest in construction  Excellent communication skills  Ability to work in a team environment with minimal supervision  Excellent organisational skills with the ability to prioritise workloads and meet tight deadlines  Willingness to take responsibility for own workload  Be self-driven and results orientated with the ability to quickly develop professional relationships  Computer literate in MS Office  The successful candidate will be enrolled on a level 4 Apprenticeship in Commercial Procurement and Supply, with a local provider, leading to a Level 4 Diploma with the Chartered Institute of Procurement & Supply (CIPS). |
| **Attributes and skills** | Ability to understand procedures and policies of the organisation  Ability to deal effectively with colleagues  Ability to work well either alone or as part of a team  Good writing, analytical and problem solving skills  Ability to follow oral and written instructions  Know when to ask for help and guidance |