

Reporting to: Regional Procurement Manager/Commercial Manager

Purpose: The role is to support the Regional Procurement Manager and Buyer in the updating of orders, invoices and general administrative tasks required to ensure the Region meets its targets for prompt payment of suppliers and for compliance audits.

Achieving Results

- Updating prices on live orders at the request of the Buyer and Regional Procurement Manager using COINS (our purchasing software)
- Amending and raising small orders on COINS for invoice queries
- Raising small orders for the customer care department and assisting with the management of the customer care stores.
- Uploading orders and supplier details onto our contract management database
- Managing excel documents for contacts, prices etc.
- Creating overhead orders for the office as and when requested
- Assisting Commercial Administrators when/if required

Managing the Process

- Health and Safety - All employees have a statutory duty to look after their own safety and to give due consideration for the safety of others. Employees also have specific responsibilities as set out in the Company Health and Safety Policy.
- Equality & Diversity - All employees must comply with the Company Equality and Diversity Policy, ensuring that at all times behaviour is fair and non-discriminatory.

Service First

- Reception Cover, Meeting and greeting visitors, answering telephone, putting calls through and taking messages as required.
- Form and develop relationships with suppliers and customers

Delivering Quality

- Ensure all orders are updated and processed in a timely manner
- Accuracy of data entry.

Technical Skills and Knowledge

	Basic	Intermediate	Advanced
Microsoft Word & Outlook			
Microsoft Excel			
COINS Knowledge / Other system based Purchase Ledger			
Purchase Ledger Experience			
Communication Skills			

Training Matrix

A training matrix for this role, which includes all the compulsory training which is required is published on the People Development site in SharePoint. Full course descriptions explaining the content of these courses are also available on SharePoint.

Name of Mentor Appointed by Commercial Director _____

- Regional Induction
- The Lovell Way
- Diversity in The Workplace
- Online Holidays
- eLearning:
 - HR/Morgan Sindall (Bribery Act, Competition Law etc.)
 - Sustainability Awareness
 - Customer Care
 - Asbestos Awareness
 - Sharps Awareness
 - Manual Handling
 - Fire Awareness
 - Considerate Constructors – Mental Health & Women in Construction
- Project Plus – overview on induction, followed by job specific detailed briefing
- LIMS Procedures and Standard LIMS Forms Briefing
- Business Policies and TILES
- COINS / PPR Database
- VAT Training
- Office Familiarisation Training

Optional:

- Mental Health TBT/Workshop
- LSDP L2 & L3 ILM