



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

Purchasing Administrator, Purchasing



**Salary: Grade 4 (£18,777 – £21,585 p.a.)**

**Reference: CSPUR1018**

## **Purchasing Administrator Purchasing, Corporate Services**

**Do you have good organisation and time management skills? Do you have an ability to build effective working relationships? Would you like to support the administration processes of the University Purchasing Service?**

You will provide a high level of administrative support to the University Purchasing Service. You will be responsible for facilitating and ensuring the smooth running of the Purchasing office which will include welcoming visitors to the office, managing day to day office processes and circulating general purchasing communications (e.g. broadcast e-mails and web announcements).

With previous experience of working in a customer service environment, you will be exceptionally well organised and the ability to develop and maintain good working relationships both inside and outside the University.

### **What does the role entail?**

As a Purchasing Administrator your main duties will include:

- Being the first point of contact for the Purchasing office, welcoming visitors to the office and ensuring that they are received and directed appropriately;
- General HR support duties including recording Purchasing staff absences (i.e. sick or annual leave) and assisting with the administration of the recruitment process for new staff;
- Ensuring that the workplace is kept tidy and organized to promote a safe working environment within the office, and in line with the University's Health and Safety and sustainability policies;
- Managing the timely circulation of outgoing communications from the Purchasing Office, updating the Purchasing Website/SharePoint as required and ensuring incoming communications are directed to the appropriate member of Staff promptly;
- Facilitating the smooth administration of any multi-functional devices (photocopiers) used within Purchasing;
- Being a local Goods Receipt point for the Purchasing Office and other ad-hoc delivery points as required;



- Ensuring the maintenance of efficient office systems and processes, including filing/record systems which are both electronic and paper-based;
- Assisting in maintaining the Contracts Database (Microsoft ACCESS);
- Processing requests for training on various University Purchasing Systems promptly, including making and recording the training provision and any subsequent communications;
- Processing requests for information from stakeholders, Vendors, and HMRC regarding VAT and Duty Free Spirits;
- Maintaining Vendor records on the SAP system in line with the University's published policy;
- Compiling various Management Information (MI) Reports as requested in a timely manner and in line with the business needs;
- Assisting with the University Asset Management and Inventory Data processes for the Faculty of Biological Sciences and the Faculty of Medicine and Health, ensuring accurate recording, maintenance and reporting of systems in line with the agreed procedures.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

## What will you bring to the role?

As a Purchasing Administrator you will have:

- Previous administration experience in a work environment;
- Evidence of good IT skills including the use of Microsoft office applications;
- A willingness to undertake required training courses;
- A willingness to assist in the training of new and existing staff;
- Evidence of effective time-management and organizational skills;
- Excellent communication skills with an ability develop and maintain good working relationships with outside suppliers and staff at all levels;
- Evidence of self-motivation and resourcefulness whilst maintaining an ability to work as part of a team;
- Experience of dealing with confidential information.

You may also have:

- Experience of using SAP or other similar systems;



- Experience of University and/or NHS administrative procedures;
- Familiarity of working within a purchasing environment and familiarity with purchasing terminology;
- Experience of working in a laboratory, medical, scientific and/or research environment;
- Willingness to work flexible hours as required to support the service.

## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

## Contact information

To explore the post further or for any queries you may have, please contact:

**Mr Robert Lavery, Purchasing Manager**

Tel: +44 (0)113 343 7652

Email: [r.lavery@leeds.ac.uk](mailto:r.lavery@leeds.ac.uk)

## Additional information

### Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

### Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).



## Criminal record information

### Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

