



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Purchasing Administrator, Purchasing



Salary: Grade 4 (£19,612 – £22,417 p.a.)

Reference: CSPUR1037

We will consider flexible working arrangements

Purchasing Administrator

Purchasing

Are you an enthusiastic individual with excellent administrative & organisational skills? Are you customer focussed and excited about delivering an outstanding service? Can you make a positive contribution to our team to support the strategic objectives of University Procurement?

We are looking for a professional and proactive individual who will provide high quality, customer-focussed administrative support for the Purchasing team, you will be working in a small team responsible for facilitating the day to day smooth running of the Purchasing function managing the administrative office processes, greeting visitors and maintaining and circulating purchasing communications.

With administrative experience in a busy, customer-focussed environment, you will be a team player with experience of communicating with a range of stakeholders, you will also have excellent organisation skills and be able to balance competing priorities and have the ability to develop and maintain good working relationships both internal and external to the University.

What does the role involve?

As a Purchasing Administrator you will be providing daily support to a busy Purchasing function, working mainly with the operations team your duties will include:

- Managing the reception area, ensuring visitors to the Purchasing Office are welcomed and directed appropriately;
- Making daily outbound phone calls to vendors (UK and overseas) in line with the University Policy;
- Assisting with the creation of new vendor records and subsequent amendments in line with University Policy using the SAP system;
- Recording all vendor forms received and updated using Excel;
- Managing a central email inbox, ensuring all incoming communications are dealt with, or directed to the appropriate members of Staff promptly;
- Maintenance of both the internal and external Purchasing SharePoint sites;
- Ensuring local Goods Receipting is undertaken in a timely manner;



- Processing requests for University Purchasing training promptly, including arranging and recording the training, creating new user accounts and responding to any subsequent communications;
- Recording and reporting building maintenance issues swiftly;
- General administrative tasks such as, distributing incoming post, filing, sending out communications and managing the purchasing mailing lists;
- Maintaining stock lists and ordering office supplies as required from the University purchasing systems.

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

What will you bring to the role?

As a Purchasing Administrator you will have:

- Experience of working in a customer service/office/administrative environment;
- Evidence of high level of proficiency with IT, particularly in the use of Microsoft office based applications, i.e. Outlook, Excel, Word & PowerPoint;
- 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 organisational skills;
- Excellent communication skills with an ability to 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 ERP or other similar system;
- Experience of University or HE administrative procedures;
- Familiarity of working within a purchasing environment and with purchasing terminology;
- Willingness to work flexible hours as required to support the 'business.'



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 Richard Lewis, Purchasing Manager

Tel: +44 (0)113 343 6971

Email: r.lewis@adm.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.

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.

