

PROJECT AND PROCUREMENT OFFICER

Introduction

Novatia is a Winchester based company, specialising as independent consultants for ICT and Education. We are looking for a full-time employee to join our team.

Job Title	Project and Procurement Officer
Location	Winchester
Hours	37.5, Monday – Friday
Start date	1 September 2019
Salary	TBC

Job Description

Role Summary

The role will suit a highly adaptable person, willing to take on and learn multiple tasks at any given time. It is a varied role that can be covered using transferable skills. An overview of the three main responsibilities are:

- Supply Chain and Procurement
- Project Administration
- Office Administration

Key Duties and Responsibilities

Procurement and Supply Chain

- Liaising with suppliers and associates to generate quotes in line with cost models
- Placing equipment orders for projects following obtaining quotes
- Purchase Orders and invoice processing
- Processing of associate orders
- Management of Approved Suppliers, including vetting new external suppliers

Project Administration

- Management of project processes
- Tasks relating to the online project system, including opening and closing projects, calculating quotes and inputting contact information
- QA/ Proof reading/ Formatting of project documentation
- CV preparation for tenders/ bids

Office Administration

- Answering incoming calls
- Checking post daily
- Monitoring and ordering office supplies/ stationary, inclusive of raising Purchase Orders and receipting invoices
- Booking meeting rooms, transport and hotels when required
- Liaise with printers for the design and supply of business cards and marketing material
- Play an active role in organising Novatia's presence at Exhibitions and Events
- Assisting in tender opportunities/ framework leads

Person Specification

Experience Desired

- Experience working in an office environment
- Experience of purchasing
- Experience working with external suppliers

Qualifications and Technical Skills Required

- Qualified to degree level (preferred)
- A Level (or equivalent) qualification
- Competent IT skills (including use of Microsoft Excel and cloud based systems)

Personal Qualities

- Excellent communication skills
- Organised with a positive attitude to work
- Ability to prioritise workload and work under pressure
- Ability to take ownership of tasks
- Ability to meet deadlines
- Attention to detail