



TRINITY HOUSE

ROLE PROFILE

PURCHASING OFFICER

JOB PURPOSE

As directed, deliver and support all routine purchasing requirements and support larger procurement projects where appropriate, with a particular focus on internal and external customer requirements.

KEY RESPONSIBILITIES	Purchasing	<ul style="list-style-type: none">▪ Process requisitions, ensuring competitive prices and best value for money are attained.▪ Efficiently raise purchase orders, including foreign purchasing, maximising efficiencies (e.g. consolidated orders and e-purchasing) and ensuring compliance with ISO standards (e.g. 9000/14000).▪ Comply with current procurement procedures and processes contained in the DfT Framework, distilled in the Procurement and Inventory Manual.▪ Schedule and progress chase order deliveries based on the due date of the order, to ensure the right goods/services are delivered to the right place, at the right time and in the right quantity, and reporting any delays to the requisitioner.▪ Process the procurement of assigned projects to the timescales published in the Project Initiation Document (PID) and/or Resource Plan, in liaison with the relevant project manager.▪ Receipt (GRN) supplies and services when appropriate, working with requisitioners and Finance to resolve queries as required.▪ Ensure housekeeping tasks are carried out in a timely and efficient manner and within KPI's set for outstanding orders, invoice queries and GRINI queries.▪ Determine and manage alternative payment methods (e.g. sundries, purchase card, advanced payments) where appropriate.▪ Work as part of a team with the other Purchasing Officers to ensure that all requests are
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		<p>dealt with in a timely manner as per any SLAs currently in force.</p> <ul style="list-style-type: none"> ▪ Undertake duties using the office administration systems, both electronic and paper. ▪ Ensure that data entered into the Procurement and Inventory system is accurate and meets requirements and departmental objectives. ▪ Provide cover for Reception and Supplies on an ad hoc basis as and when required.
	General	<ul style="list-style-type: none"> ▪ Undertake general administration in support of purchasing requirements. ▪ Undertake additional tasks and responsibilities as assigned or necessary, within the scope of the role.
ENTRY REQUIREMENTS	Skills and experience	<ul style="list-style-type: none"> ▪ A high level of attention to detail. ▪ Excellent administration skills, including electronic administration. ▪ Good ICT skills, including Microsoft Office Products.
	Qualifications	<ul style="list-style-type: none"> ▪ Five level 2 qualifications including English and mathematics ▪ Relevant level 2 vocational qualification, (e.g. CIPS Certificate in Procurement and Supply Operations) desirable.
	Professional Competencies	<ul style="list-style-type: none"> ▪ Working to the CIPS Global Standards.