



Job Title:	Procurement and Training Administrator		
Reporting to:	Rostering & Resources Team Manager	Job Band:	Band 7
Direct Reports:	0	Size of Team:	35

To ensure that procurement administration is dealt with in an efficient, correct and timely manner each morning and then provide administrative support to the National Resourcing function with a primary focus on the activity of courses which are externally awarded which require activity within agreed timescales.

Key Responsibilities

- Order resources for upcoming courses in an economical and timely manner to the correct locations across England, utilising the St John Ambulance Supplies internal ordering portal and other external ordering facilities.
- Log purchases on the Purchase Ordering tracker & assign purchase order numbers.
- Liaise with colleagues, St John Ambulance Supplies, and external suppliers regarding purchasing issues, at all times maintaining professional internal and external relationships that meet the organisations core values.
- Follow St John Ambulance purchasing policies and processes where appropriate including the attaining authorisation for purchases.
- Record and report 'stock take' figures and utilise this information for ordering levels.
- Process pre and post course administration to enable production of certificates for customers following completion of courses provided by St John Ambulance.
- Track activity accurately and in a timely manner, using Microsoft applications to reflect the current position with externally awarded courses.
- Produce emails, reports, presentations and other documents utilising Microsoft applications.
- Maintain a detailed knowledge of the products and services offered by St John Ambulance, and the administration processes required of each.
- Contribute and to comply with the organisations policies and procedures. This includes areas such as health and safety, human resources, finance and information technology but is not limited to these areas.
- Perform any other duties commensurate with these responsibilities, the band of the post and skills and qualifications of the post-holder.

You will

- Be able to work on your own initiative
- Have willingness to learn and adapt new skills



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Person specification

This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection.

Requirements	Essential	Desirable
Education and Qualifications		
Educated to GCSE level or equivalent (Grade C) inc Maths & English	✓	
Business Administration qualification		✓
Experience		
Accurate data input into computer systems and applications	✓	
Experience of general office administration	✓	
Experience of a busy, varied workload	✓	
Dealing with customer and employee queries	✓	
Experience of using Microsoft Excel for tracking activity		✓
Experience of working within a procurement capacity		✓
Skills, knowledge and abilities		
Excellent interpersonal skills with ability to communicate effectively at all levels	✓	
Ability to use Microsoft® applications at intermediate level	✓	
Ability to prioritise and show attention to detail	✓	
Capable of understanding the importance of customer service and working with service level agreements	✓	
Excellent written and verbal communication skills	✓	
Ability to touch type		✓
Knowledge of St John Ambulance products and services		✓

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

Initials: MD

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