

Job Title:	Purchasing Coordinator	Job Band:	Band 6
Reporting to:	National Supply Chain Manager	Size of Team:	10
Direct Reports:	0		

As a Purchasing Coordinator, you will work within our Supply & Inventory Team and be responsible for supporting the purchasing team with managing stock levels for a wide range of medical equipment along with our Print, Clothing and Uniform.

You will work closely with our buying team to ensure purchase orders are raised and sent to suppliers and manufacturers within agreed SLA's. You will also be instrumental in providing up to date delivery information to the business and updating systems to reflect dates received from suppliers by way of expediting open purchase orders.

The post holder will be the front-line support for all customer related queries that are received from various sales teams and coordinate the escalation and response within agreed SLA's. You will also play a key role in managing the team mailbox and ensure timely replies.

Key Responsibilities

- Support day to day Buying operations for SJAS ensuring up to date product information, correct pricing and accurate delivery information on all purchase orders, working with the Buying team and in conjunction with other departments as required
- Coordinate, contribute and provide administrative support at team meetings and supplier business reviews including the follow up of actions and deadline dates
- Provide the administrative support for the roll out of all key projects, working with other functions as necessary
- Proactively expedite all NDC warehouse FA and PCU open purchase orders ensuring accurate delivery dates are populated on SAP Business One to support supply continuity
- Ensure effective communication to the business on stock availability by releasing information on products promptly
- Monitor purchasing mailbox for allocation to appropriate individuals or departments ensuring resolution within agreed SLAs
- Support the relationships with key suppliers and Buyers in order to maximise business benefits and cost savings for SJA
- Support the development of contacts within key suppliers, business partners and stakeholders as part of the overall supply initiative
- Maintaining supplier information as and when advised of changes and updating SAP Business One using supplier evaluation forms
- 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 to new skills

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) including Maths & English	✓	
Experience		
Experience of Purchasing in Distribution Environment	✓	
Experience of business partners & suppliers to ensure supply to agreed schedules	✓	
Proactive in resolving supply issues	✓	
Experience of SAP operating system		✓
Evidence of working to targets and KPI's		✓
Skills, knowledge and abilities		
Excellent interpersonal skills with ability to communicate effectively at all levels	✓	
Ability to use Microsoft® applications at intermediate level	✓	
Very well organised, able to handle multiple competing priorities and help keep multiple projects and programmes on track	✓	
Ability to prioritise work and ensure business KPI's targets met	✓	
High degree of numeracy	✓	
Knowledge of sourcing required products		✓
Motivation		
Ability to work on own initiative	✓	
Willingness to adapt and learn new skills	✓	

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: RD

Date of preparation: 14/05/19



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