

## JOB DESCRIPTION

**Title:** Procurement Assistant  
**Location:** Team Valley, Gateshead

Date: May 25

### Job Output:

- Support the procurement function with administrative and analysis tasks
- Processing of Purchase Requisitions in line with agreed contracts
- Functional key user for SAP purchase to pay process & transactions
- Provide management information and data intelligence to support functional analysis and reporting

### Key Processes:

- Support the Head of Procurement in achieving the objectives of the procurement function in conjunction with internal stakeholders
- Production of Key Performance Indicator data and other reporting information
- Build and maintain close working relationships with Procurement team, suppliers and internal stakeholders.
- Requisition processing and placing of Purchase Orders with suppliers
- Expediting and monitoring Purchase Orders where appropriate
- Maintain SAP master data, including creation and maintenance of SAP contracts.
- Adhere to and promote the Procurement Policy and procedures across the business, ensuring that all procurement activity is compliant.
- Support with the onboarding and offboarding of suppliers in line with the approved process

### Organisational Relationships:

- Reporting to Head of Procurement
- Close liaison with cross functional groups and key stakeholder such as Operations and Stores.

### Key Customers and Suppliers

- **External:**
- Suppliers
- **Internal:**
- Production, Supply Chain, Finance, Marketing, Plant Chemist, Engineering, People Services, IT, Legal, Project Teams.



**Measurement of Effectiveness:**

- Efficient management of designated suppliers
- Timely processing of purchase requisitions
- Internal and external working relationships.