UNIVERSITY OF WARWICK

Job Description

Job Title	Procurement Coordinator
Department	Finance
Grade	4

Job purpose (a brief summary of the role)	To support the Estates Procurement team across all / any streams of activities, working both with suppliers and University stakeholders to ensure that the full benefits of procurement activities are realised, that the procurement initiatives are delivered effectively and that target savings and efficiencies are achieved.
Duties and responsibilities	**Procurement Processes** 1. Determine and lead plans for certain commodity / project specific areas, implementing contracts, negotiating with suppliers when agreeing contract terms and promoting contract compliance across the University. 2. Conduct compliant lower value (non EU) tenders, RFQs or mini-competitions via In-Tend. 3. Prepare and analyse spend reports in order to suggest improvements to contract use. 4. Maintain contract information and monitor spend to achieve savings and value for money. 5. Promote best purchasing practices within the University, providing advice on Financial Procedures 15, approved supplies and their pricing, as required. 6. As required, ensure the efficient expediting of all requirements. Work actively with external suppliers and internal departmental colleagues in order to progress, record and report on confirmed delivery rates, shipping agreements, invoicing and ensure all associated documentation is obtained for audit purposes. **SAP / Opera Processes** 1. Provide purchase order placement service to support Estates activities, as required, and ensure correct input of details including pricing, supplier, descriptions, SAP coding, appropriate text. 2. Work actively with internal and external stakeholders to ensure full and correct information is detailed on purchase orders and appropriate approvals are obtained at various stages prior to purchase order issue. 3. Identification of errors and correction thereof in relation to SAP /Opera records, for example, Good Receipting, Invoice Receipting, Units of Measure. 4. Creation and maintenance of Material Master Info Records and Source Lists to reflect correct procurement sources, pricing and effective dates. 5. Oversee workflow from purchasing assistants (purchase orders, invoices) to ensure service levels agreed are met.

	Supplier Control 1. Produce and analyse usage reports and liaise with departments in order to determine compliant spend as required. 2. Review intended use of suppliers in line with current approved suppliers and recommend approval for use either at vendor creation state or on an annual basis, as required. 3. Draft recommendations for agreement with Line Manager (as required) and communication with departments. **Compliance** 1. Challenge sourcing decisions to drive value including health and safety considerations, pricing, supply chain, added value. **eProcurement** 1. Manage the approval, including activities such as determination correct documentation, Health and Safety, approved supplier status and adding value where possible. Provide guidance and training to Estates users of the eProcurement System. **Market and Pricing Analysis** 1. Analyse market trends and pricing to inform sourcing decisions and achieve best pricing. 2. Liaise with departmental users to resolve sourcing issues. 3. As required, undertake product sourcing exercises in line with FP15 in order to source products for best value to the University and within required timescales. **Additional duties as determined by the Line Manager.**

Person Specification

The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.

Essential Criterion No.	Essential Criterion Description	Measured by
E1	Good knowledge and experience gained in a busy (ideally purchasing) office environment, a good standard of education is expected particularly in the areas of literacy and arithmetic.	A & C
E2	Evidence of past employment that required attention to detail and a high level of analytical skills.	A & C
E3	Excellent communication skills with the ability to build relationships with both internal customers and external suppliers. Ability to communicate effectively both orally and written.	A & C
E4	Excellent attention to detail with a high degree of numerical accuracy.	A & C
E5	A strong and confident and pro-active approach to problem solving.	A & C
E6	Good analytical skills.	A & C
E7	The ability to work under pressure and to meet time-based targets within a team environment.	A & C
E8	Ability to prioritise tasks effectively and work to deadlines.	A & C
E9	High degree of personal initiative and responsibility with strong organisational skills.	A & C
E10	A high level of spreadsheet experience with the ability to adapt relevant data.	A & C
E11	A good understanding of various software packages and corporate finance systems particularly MS Office and ideally SAP.	A & C
E12	The ability to produce and present meaningful, accurate and concise written and numerical reports.	A & C

Desirable Criterion No.	Desirable Criterion Description	*Measured by*
D1	Studying for an appropriate Professional Qualification e.g. Chartered Institute of Purchasing and Supply Diploma, AAT.	A & C
D2	Good understanding of procurement processes both in terms of P2P (Purchase to Pay) systems and best practice procurement.	A & C
D3	A good understanding of procurement process.	A & C
D4	Ideally full understanding of Opera and the SAP Purchase Order module and understanding of how information entered onto Purchase Orders links into other areas of SAP e.g. GL coding, project reporting, etc.	A & C
D5	Ideally, understanding of tendering processes and e Tendering systems such as In-Tend.	A & C