

ROLE PROFILE

Role Profile			
Job Title	Administrative Assistant		
Section	Business Services	Department	Business Support
Reports to (Job Title)	Senior Procurement Officer		
Suitable for Job Share (Y/N)	N	If no, state reason	Part time role already
Location	Building 2, Derriford Business Park, Plymouth with travel to other Delt/Customer sites as required	Shift Pattern	Office hours as per company terms and conditions (3 x 7 3/4 hrs)

Job Purpose	<p>The Administrative Assistant (AA) will be responsible for the administrative support to the procurement function.</p> <p>They will provide general administration support to the Procurement Team in relation to maintaining the contracts register, and data analysis/cleansing, order book management and expediting orders</p> <p>They will maintain supplier records and carry out due diligence checks.</p> <p>They will actively participate in the creating document management and storage of information processes</p> <p>They will support improvement activities within the team and the supply base to help to deliver value to the company, its shareholders, and customers.</p> <p>They will support the production of documents, reports and content for Procurement communications and contracting activities.</p> <p>Working to our company objectives and values, the role liaises with finance and technical colleagues to deliver a service that helps our customers do amazing things.</p>
Key Competencies and Output	<p>The AA will be methodical and organised with demonstrable experience of having administrated in a deadline focused work environment.</p> <p>Support the deliverables of the procurement team by conducting analysis on suppliers, reviewing contract registers, and managing the supplier engagement plan.</p> <p>Promote and deliver a high-quality procurement service that helps our customers do amazing things.</p> <p>Keeping themselves current and relevant based on best practice, Delt ambitions and objectives and regulatory standards.</p>

	<p>Engage with teams across the company and provide guidance on all administrative processes to minimise delay and maximise the efficiency of the department.</p> <p>They will engage fully in the personal development review process working personally to improve and progress within the role.</p> <p>Work as an effective collaborator with both other business functions to deliver a seamless purchase to pay process.</p> <p>The AA will be comfortable in a collaborative team-based environment and will be able to self-motivate to deliver effectively.</p> <p>The accountabilities listed here are not an exhaustive list. The post holder will be required to work in any area of the business and deliver ad-hoc duties as and when directed.</p>
<p>Experience, Knowledge, Skills and Qualifications</p>	<p>Experience in an office environment</p> <p>Intermediate Microsoft Office, strong communication and numeracy.</p> <p>Intermediate English language standard</p> <p>The AA should be able to collaborate and work in teams actively to solve problems and develop solutions.</p> <p>Able to manage a busy workload and engage with stakeholders Strong organisational skills</p> <p>Able to consider the stakeholder experience and inform processes to improve them</p> <p>Able to identify opportunities for improvement in the Procurement team processes</p>
<p>Corporate Standards</p>	<p>In accordance with Delt's organisational policies and guidance on information management and security, it is the personal responsibility of all employees to ensure data protection, client confidentiality and appropriate information governance.</p> <p>All employees must always act in accordance with appropriate legislation and regulations, codes of practice and Delt's policies and procedures.</p> <p>All employees must work with the requirements of our Health and Safety policy, ensuring safe systems of work and procedures.</p> <p>Undertake all duties in line with the Delt equalities policy and relevant legislation.</p> <p>In a 'people first' environment, the post holder must both be aligned and aspire to Delt's values and expected standards of behaviour for them and their team(s).</p>