

Employee Name			
Job Title	Procurement and Admin Coordinator		
Line Manager	Personnel and Logistics Team Lead		
Supervising	N/A		
Document Number	JD	Revision Date	25/06/2021
Based	Aberdeen Office		

Job Purpose Summary

To provide comprehensive support and ensure efficient operation of Nucore Group Procurement and admin activities.
They will be responsible for liaising with vendors and Operational teams to ensure timely placement of Purchase Orders.

Key Responsibilities/Accountabilities

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

- Ensuring quality and competent execution of all regular procurement duties and administrative tasks including expediting, defects and returns, supplier performance management
- Provide regular updates to Operations teams on delivery expectations
- Investigate and challenge invoice queries in a timely manner
- Maintaining Purchasing Folder on local server
- Support with raising non-conformances in My Compliance
- Support Stores team with controlling data input into SAGE 200 for all departments including maintaining Stock levels, pricing and availability
- Support commercial team with managing supply chain. Ensure competitive pricing from suppliers.
- Completion and archiving of documentation and record keeping, including certification and goods receipt notes.
- Support operations with organising Movement of Goods including all paperwork and supporting documentation including liaising with Chamber of Commerce
- Provide cover and support with Invoicing, credit control, timesheet input and submission
- Assist with answering incoming calls, directing calls and taking messages
- Provide cover and support for Group Admin Assistant as and when required
- Support ordering of PPE – liaising with operations for PPE requirements, contacting suppliers, purchasing and issuing of PPE
- Provide cover and support with on-time mobilisation of personnel to client departure points UK/International
- Part of on-call rota for out of hours personnel logistical requirements
- Assistance with Visa's and Letters of Invitation (LOI) – coordinating with clients to arrange relevant travel medicals, covid tests and vaccinations

- Arranging Site Requirement training
- Any other reasonable duties as requested to meet Company operational needs

HSEQ Responsibilities

- By adhering to Nucore Group’s HSEQ policies and procedures, ensure safe working practices are followed at all times
- Report any unsafe conditions, behaviours or acts to management, or by using the Nucore Group observation card system
- On request, fully participate in HSEQ audits and inspections
- Complete mandatory HSEQ training as identified on the Nucore Group training database
- Adhere to the controls described in risk assessments, safe systems of work and COSHH assessments, and highlight any shortcomings in the existing controls
- Continually practice good housekeeping standards and only undertake tasks which you have been suitably trained to perform

Experience/Education/Training			
Requirement	Essential	Desirable	How Assessed
<u>Education, Training, Qualifications:</u>			
CIPS Qualification		✓	DC
Good standard of Education including English & Maths	✓		DC
<u>Experience:</u>			
2 – 3 years’ experience in a similar role procuring for Engineers	✓		CV/Int
Experience in working to tight deadlines	✓		CV/Int
Oil & Gas Experience		✓	CV/Int
Personnel Logistics Experience (including organising travel visas)		✓	CV/Int
Experience with Sage 200 or similar packages	✓		CV/Int
<u>Skills and Knowledge:</u>			
Computer literate in all Microsoft Packages	✓		PR
Ability to work under pressure	✓		PR
Flexible and well organised	✓		PR
Keen attention to detail	✓		PR

KEY:

CV = Application Form/CV
JB = Job Records
Int = Interview

Med = Medical Questionnaire
Dc = Documentary Evidence (E.g., Certificates)
P= Performance Review

The Person

You must be a highly organised, analytical person, who is able to work independently and as part of a team. You will develop productive relationships both internally and externally in order to achieve goals and objectives. Have the ability to work under pressure and will thrive on working to deadlines. You will have excellent communication skills. Attention to detail is pivotal to ensuring correct items are ordered accurately and achieving the best prices for timely delivery. Must be flexible and adaptable to support with all department tasks and facilitate team workload as required.

Signed by Employee		Signed by Line Manager	
Date		Date	