Job Description

Job title	IT Logistics Purchaser	Job family	Business Support Services – Information Technology
Reporting to	IT Purchasing Manager	Job code	
Location	Bristol IT	Evaluation Date	

Job Purpose

Reporting to the IT Purchasing Manager, responsible for purchasing IT equipment across the business and a wide variety of associated tasks.

Responsibilities

- Reviewing Capex and Opex agreements and escalating for approval

- Checking purchase orders and invoices
- Maintaining commonality of goods ordered
- Arranging collection and delivery of goods
- Liaison with suppliers and building relationships with strategic partners
- Obtaining quotes
- Checking stock levels
- Arranging storage
- Providing cover where appropriate
- Creating and maintaining the logistics library
- Updating warranties and software agreements

Knowledge / Education / Skills

Previous experience of the IT industry. Basic knowledge of different types of IT goods is essential. CIPS qualifications not essential, but would be a benefit.

Experience

Previous experience in this area and be familiar with the IT industry and associated equipment i.e. PC's, Servers, Networking equipment, Microsoft/software products and general IT consumables. Intermediate to Advanced level knowledge of Microsoft Office is also required, as a significant part of this role will be based around documentation.

Communication

Excellent interpersonal and communication skills (both written and oral) as well as being highly organised and able to prioritise. Self-motivated, with proven analytical and problem solving skills, and have an ability to prioritise and manage own workloads effectively.

Responsibility

Leadership
Answering queries from junior members of the Team.

Budgets & Equipment
Responsible for viewing budgets on Aspire and bringing any irregularities to the IT Purchasing Manager's attention.

Information
Shared responsibility for the confidentiality, security and accuracy of patient records, data and financial information. Ensuring good quality patient documentation, which meets the Regulatory guidelines and statutory requirements.

Safeguarding

All colleagues have a responsibility to protect and safeguard vulnerable individuals at risk (whether children or adults). Colleagues must be aware of local child and adult protection procedures and who to contact within the Local Authority Safeguarding team for further advice. All colleagues are required to attend safeguarding awareness training and to undertake additional training appropriate to their role.

Working Environment

Shifts are in line with the Helpdesk 8-6 opening times and are as follows; 8-4 / 9-5 / 10-6. As the job involves booking in IT equipment, there are physical requirements in line with moving large volumes of goods around.

Upholding the Company Behaviours

This provides some guidance on the types of conduct to support the Company Behaviours

Behaviour	Evidence
Putting People First	• Strives to ensure every colleague is able to make a positive and lasting difference to Service Users and their families • Actively seeks to develop the potential of every service user and staff member
Being Supportive	• Celebrates success and supports colleagues through difficult times • Demonstrates loyalty to colleagues, manager and team
Acting with Integrity	• Is honest and respectful in all interactions with colleagues and customers • Demonstrates emotional control • Ensures accurate recording of any transactions and interactions on all company documentation • Challenges poor performance and behaviours
Being Positive	• Promotes the company in a positive way at all times • Strives for positive outcomes, especially when times are challenging
Striving for Excellence	• Always puts service quality first • Shares and encourages innovation • Keeps on top of new developments in the sector