

Job Description

Job Title	Procurement Assistant	Job Family	Procurement
Reporting to	Procurement Manager	Job Code	
Location	Hybrid (Remote/ Northern Office, Darlington)	Evaluation Date	

Job Purpose

As Procurement Assistant, you will play an active role in Procurement's vision of being a strategic business partner. We are accountable for the delivery of goods and services across Priory facilities and must adhere to complex specifications whilst achieving value for money.

Procurement's mission is to deliver its expertise in the end-to-end Procurement lifecycle and strive to source on behalf of the business using best practices.

We place service users at the heart of our decisions to positively influence their experience. As a digitally enabled function, we will provide value consistently and efficiently to support the business growth.

Responsibilities

- Report directly to Procurement Manager
- Manage procurement inbox assisting with general purchasing queries from internal stakeholders and suppliers
- Assist with procurement system maintenance and implementation, including supplier onboarding and e-ordering platform
- Help collate, present and analyse various forms of procurement data
- Assist with ensuring stakeholder compliance with procurement processes and identify continuous improvement opportunities
- Align closely with stakeholders to consider Priory business priorities
- Support Category Managers with sourcing initiatives and tenders. This will include analysis of tenders and existing contracts/agreements

Knowledge / Education / Skills

- Ideally previous experience in a procurement support or administration role
- Understanding of procurement processes and systems
- Strong analytical and data management skills
- Competent computer skills, particularly Microsoft Office (Excel, Word, Outlook & PowerPoint)
- Good listening, verbal and written communication skills
- Ability to work in a fast-paced environment independently
- Excellent organisational and time management skills

Experience

- No prior Procurement experience is required however a willingness to develop a career and passion for Procurement is a pre-requisite

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.

Working Environment

Safeguarding

All Priory Group colleagues have a responsibility to safeguard the individuals we care for, these may be adults and children or individuals connected to the people Priory supports. Colleagues must ensure they are aware of the local child and adult safeguarding policies and procedures in their service, in addition who to contact within the Local Authority Safeguarding Team for further advice.

All colleagues are required to attend safeguarding training appropriate to their role and to undertake additional training in associated areas.

Upholding Company Behaviours

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

Behaviour	Evidence
Putting people first - we put the needs of our service users above all else	<ul style="list-style-type: none">• Strives to ensure every colleague is able to make a positive and lasting difference to our patients, clients and residents and their families• Actively seeks to develop the potential of every service user and staff member
Being supportive - we support our colleagues, our service users and their families when they need us most	<ul style="list-style-type: none">• Celebrates success and supports colleagues through difficult times• Demonstrates loyalty to colleagues, manager and team
Acting with integrity - we are honest, transparent and decent. We treat each other with respect	<ul style="list-style-type: none">• 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
Striving for excellence - for over 140 years, we have been trusted by our service users with their care. We take this trust seriously and constantly strive to improve the services we provide	<ul style="list-style-type: none">• Always puts service quality first• Shares and encourages innovation• Keeps on top of new developments in the sector
Being supportive - we support our colleagues, our service users and their families when they need us most	<ul style="list-style-type: none">• Promotes the company in a positive way at all times• Strives for positive outcomes, especially when times are challenging