Job Description

Procurement Officer

Novatia delivers high-quality IT advice and solutions. To support our project teams, we are looking for a full-time Procurement Officer to join the team.

Job Title	Procurement Officer
Location	Winchester Office
Hours	Monday to Friday / 9am to 5.30pm
Role	Permanent contract

Role Summary

To effectively deliver procurement functions to ensure the smooth running of projects, company systems and processes.

Aiding others and using your discretion to address routine problems, you will learn through active training and on-the-job experiences.

Enthusiasm and attention to detail are more important than previous experience.

Key Tasks

Purchasing

- Follow Novatia's established procurement processes to request quotes, seek approval and issue purchase orders
- Regularly review supplier stock availability and lead times for goods
- Track and report on progress using Novatia's CRM

Order Fulfilment

- Oversee communications with suppliers to facilitate deliveries to our customers
- Manage some deliveries to the Novatia Office (e.g. receiving shipments, receipting in, repackaging, arranging for further shipment)
- Regularly coordinate deliveries logistics with Novatia Project Managers

Supplier Management

- Evaluating and onboarding new suppliers
- Maintain good working relationships with approved suppliers
- Placing contracts

Competencies

We use the SFIA framework to define the skills required for the role and to identify skills to support your career development within the organisation.

The key skills for this Level 2 role are shown below.

LEVEL 2 SKILLS		
AUTONOMY Works under routine direction. Receives instructions and guidance, has work regularly reviewed.	**KNOWLEDGE** Applies knowledge of common workplace tasks and practices to support team activities under guidance.	**COMPLEXITY** Performs a range of work activities in varied environments.
PLANNING Plans own work within short time horizons in an organised way.	**COLLABORATION** Understands and collaborates on the analysis of user/customer needs and represents this in their work.	**COMMUNICATION** Communicates familiar information with immediate team and stakeholders directly related to their role. Listens to gain understanding and asks relevant questions to clarify or seek further information.
CREATIVITY Applies creative thinking to suggest new ways to approach a task and solve problems.	**LEARNING & DEVELOPMENT** Absorbs and applies new information to tasks. Recognises personal skills and knowledge gaps and seeks learning opportunities to address them.	**ADAPTABILITY** Adjusts to different team dynamics and work requirements. Participates in team adaptation processes.