

Job Description

IT Procurement Officer

Novatia supports our customers’ success through our high-quality ICT advice and solutions. To deliver our projects on time and on budget, we are looking for a full time IT Procurement Officer to join the team.

Job Title	IT Procurement Officer
Location	Winchester Office with hybrid options available
Hours	Full Time, Monday to Friday

Role Summary

The role will suit a highly adaptable person, willing to learn and deliver multiple tasks concurrently. It is a varied role that can be covered using transferable skills as Novatia recognise that a passion to develop and learn is as important as the technical experience required for the role. Specialist training and opportunities to obtain further qualifications will be made available.

The successful candidate will enjoy developing relationships with suppliers to ensure we deliver a quality service for the right price to our customers.

Key Duties and Responsibilities

Purchasing

- Follow Novatia’s established procurement processes to request quotes, seek approval and issue purchase orders
- Regularly review supplier’s stock availability and lead times for goods
- Record keeping using Novatia’s CRM and document management systems

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

- Create and maintain relationships with approved suppliers
- Maintain database of approved suppliers and sub-contractors

- Assist management in sourcing new suppliers, where required

Sales Support

- Maintain price book; regularly benchmark suppliers prices
- Seek prices for new goods and services
- Register opportunities with manufacturers and distributors to secure preferential pricing

Project Office

- Use Novatia CRM and document management systems to update project information
- Update process handbooks to share good working practices
- Other tasks as required to support to function of the Project Office

Person Specification

Qualifications and Technical Skills		
ESSENTIAL A level (or equivalent) qualification	PREFERRED Degree level qualification	ESSENTIAL Competent ICT skills including MS365 (Outlook, Word, Excel)
Experience		
PREFERRED Working in an office environment	PREFERRED Buying experience	

Personal Qualities
<p>Produces high quality work while still being able to prioritise workload under pressure</p> <p>Good communication skills with the ability to take ownership of tasks and meet deadlines</p> <p>Strong moral values and a reliable member of the team</p> <p>Good interpersonal skills to form strong relationships with colleagues, clients and suppliers</p> <p>Positive attitude to work with innovative problem-solving skills</p>