JOB SUMMARY

Post Title	Procurement Apprentice - Admin Support						
Job Family	Business Support	**Pay Range**	NMW / NLW	**Line Manager to others?**	No	**Role profile ref**	BS
Service Area	Procurement Team						
Line Manager	Lesley Kinnear, Procurement Team Leader						
Location	County Hall, Newport						

Job Purpose
To undertake administrative tasks for the Procurement Team.

Job Context

- Provide general administration support to the team including arranging meetings and events, photocopying, scanning, taking calls and taking minutes.
- Recording and monitoring the completion of actions and deadlines.
- Respond to routine correspondence and enquiries from suppliers, staff and other stakeholders.
- Assist in the preparation and issuing of tender and contract documentation.
- Facilitate the procurement process using the council's e-tendering system.
- To be a system administrator on the council's e-tendering system.
- Maintain the internal and external procurement web pages.
- Maintain the council's contract database.
- Record activity data for corporate reports.
- Provide assistance in the completion of statutory returns and benchmarking exercises.
- Develop an understanding of polices & procedures, complying with their contents and raising concerns in a timely manner.
- To study towards and complete an NVQ level 3 in Business Administration.

Knowledge, Skills and Experience

Role Profile requirements.	**Essential**	**Desirable**
Previous administrative/office experience		**D**
Ability to interpret and analyse data	**E**	
Experience of providing support to a number of people within a team environment		**D**
Basic knowledge and understanding of procurement and contracting		**D**
ICT skills including use of Microsoft applications	**E**	
Good verbal and written communication skills	**E**	
Good time management	**E**	
Ability to work on own initiative, prioritising workload and referring for specialist or management advice and support wherever appropriate	**E**	

Qualifications

Role Profile requirements.	**Job specific examples.** (if left blank refer to left hand column)	**Essential**	**Desirable**
GCSE grade 4 / C or above, including Maths and English			**D**
To complete an NVQ level 3 in Business Administration		**E**	

Other Requirements

- To undertake any other relevant duties that contributes to the overall aims of the team commensurate to your role.
- To be aware of the confidential nature of issues handled by the team.
- Identify personal training needs and other learning activities as required.
- To recognise own strengths, areas of expertise and use these to advise and support others.
- May be required to work from different locations.