
JOB DESCRIPTION

Job Title: Procurement Administrator

Grade: B

Department: Procurement

Main purpose of job:

To support the Procurement team in delivering efficient and compliant procurement operations. This role plays a key part in maintaining supplier information, supporting procurement processes, and ensuring data accuracy across systems

Responsible to: Procurement Lead

Budgetary responsibilities: N/A

Responsible for: N/A

Key Job Responsibilities:

- Provide administrative and operational support to the Procurement Manager and Procurement Lead as required e.g. specific reporting requirements.
- Coordinate and schedule supplier service reviews, including preparation of relevant documentation and follow-up actions.
- Manage and maintain supplier information across multiple systems and portals, ensuring consistency and data integrity (Jira, M Drive, eBuyer, Confluence).
- Support supplier due diligence processes, including administering Existing Supplier Questionnaires, IT Security questionnaire, and ongoing credit checks.
- Monitor and manage the procurement inbox, responding to queries and redirecting requests in a timely manner.
- Assist with raising purchase orders and provide administrative support for procurement transactions when required.
- Provide administrative support for travel-related procurement needs, including arranging train ticket bookings where required.

CAF Values and Behavioural Indicators

The CAF Values and Behavioural Indicators set out in a transparent and consistent manner the explanation of the performance expectations of all CAF People. Through the use of common language and common standard, it combines a set of behaviours with the required technical skills and knowledge needed to effectively perform in any given role in CAF. This is used for the assessment, management and development of performance of all our people across CAF

Please refer to the link: [CAF values and indicative behaviours](#) for the CAF Values and Behavioural Indicators.

Date: April 2025

PERSON SPECIFICATION

Job title: Procurement Administrator

Date: April 2025

Attributes	Essential ✓	Desirable ✓	How Evidenced [†]
Experience <ul style="list-style-type: none"> Previous experience in an administrative support role preferred. 		✓	EC
Qualifications <ul style="list-style-type: none"> A good level of numeracy and literacy (GCSE level or above) 	✓		EC
Specialist Skills/ Ability/Knowledge <ul style="list-style-type: none"> Strong organisational skills with the ability to manage multiple tasks and priorities. High attention to detail and accuracy in data management. Proficiency in Microsoft Office Experience in general office and purchasing procedures in particular "Purchase to Pay" Able to work on own initiative and undertake unsupervised clerical work Ability to deal with customers and suppliers with politeness and discretion 	✓ ✓ ✓ ✓ ✓	✓	
Communication <ul style="list-style-type: none"> Good communication and stakeholder coordination skills. Strong written and verbal skills 	✓ ✓		EC EC
Personal Qualities <ul style="list-style-type: none"> Keen to learn and develop further a career in procurement. Professional approach and flexible attitude Willingness to provide assistance to other members of staff Confident personality that respects and works well with others. Organised and methodical approach in achieving results 	✓ ✓ ✓ ✓ ✓		EC EC EC EC EC
Prior to Appointment All posts: <ul style="list-style-type: none"> Credit Check Sanctions Check Basic DBS Check Employment References Medical Clearance Right to Work in the UK FCA Approved Posts: <ul style="list-style-type: none"> Standard DBS Check 	✓ ✓ ✓ ✓ ✓ ✓ ✓		R/E

✓ Tick either the *Essential* or *Desirable* column as appropriate for each attribute

† Insert the code from the key below for how you intend to assess this requirement e.g. at interview, via references etc.

Key

R = References, **E** = Evidence/Certificates, **A** = Application, **C** = Competency Interview, **T** = Testing/Assessment