

Procurement Administrator



Purpose

This role is responsible for the providing support to the Commercial and Procurement function in assisting with a range of duties to ensure effective information management within Contract Eagle, due diligence checks, reporting and compliance tasks.

Role dimensions

Reports to: Commercial and Procurement Manager

Department: Finance

Job family: Customer and Business Support

Location: New Plymouth

Direct Reports: NA

Person specifications

- Minimum 3+ years' experience in administrative or similar role, preferably with a working knowledge of procurement processes
- Demonstrated experience in operational excellence, planning, and stakeholder management.
- Ability to work independently and collaboratively within the team and across the business
- Ability to manage a wide range of duties and multiple stakeholders with competing priorities, ranging across TSB, relevant suppliers, contractors and relevant external parties
- Strong communication skills, both written and verbal with the ability to effectively present information
- Competence with the Microsoft Office suite of programmes, including Word, Excel and PowerPoint.

Role specific areas of responsibility

- Manage and maintain TSB Contract Eagle database, including uploading new contracts and ensuring up to date and accurate information is recorded.
- Run supplier due diligence checks and facilitate the execution of new contracts using Contract Eagle and DocuSign.
- Contribute to the management of procurement work in progress and pipeline, supporting with status updates and prioritisation.
- Produce procurement reports, including but not limited to the consolidated Top 90 supplier health reporting to the Executive Leadership Team.
- Update and amend Procurement documentation, including the intranet site where required to ensure information is appropriate and up to date.
- Undertake supplier spend analysis and provide regular updates to ensure oversight.
- Monitor the procurement inbox and ensure contract notices are actioned in an efficient and timely manner.
- Suggest initiatives that add value to the procurement experience to automate or streamline processes where possible.
- Provide general support for the Procurement Team including:
 - Arranging supplier meetings.
 - Recording meeting minutes.
 - Facilitating RFP release, clarifications and responses.

From time to time there may be additional activity not contained within this position description that the appointee is to complete in the interests of the appointment and their own personal development.

This position description provides a broad overview of responsibilities. The position description is a living document, and the Bank reserves the right to amend from time to time as required.