

## JANGRO JOB DESCRIPTION

**Title:** Administrative Analyst

**Department:** Procurement

**Reports to:** Procurement Manager

**Location:** Bolton

### **Position Overview:**

We are seeking a diligent and proactive Procurement Administrator to provide essential support for the head office Procurement team. A detail-oriented role, for a well organised individual capable of processing multiple administrative tasks in a fast-paced office environment to support in the delivery of the departmental strategy.

### **The Successful Applicant:**

- Excellent analytical skills and attention to detail.
- Skilled in the use of Microsoft Excel and data management.
- Ability to demonstrate good numeracy and organisational skills.
- Ability to work accurately in a busy, fast paced environment.

### **Main Duties and Responsibilities:**

#### **First line support for the procurement team:**

- Analysing data collated from suppliers on product, sales and volume.
- Taking and screening calls to the Procurement department.
- Responding to queries from distributors and suppliers.
- Maintaining supplier records and diaries.
- Logging distributor complaints.
- Preparing supplier and committee meeting supportive documents.
- Minuting committee meetings.
- Logging department actions onto Microsoft Teams.
- Recording Expressions of Interest from potential suppliers.
- Maintaining the master private label samples.
- Supporting the audit process of Jangro branded products.
- Collating product and supplier feedback from distributors.
- Draft and distribute correspondence to distributors, suppliers and committees.
- Preparing and issuing documentation via AdobeSign.
- Compiling supplier KPI results.
- Running supplier credit checks.
- Any other administrative task in support of the team

#### **Supplier Turnover and Volumes:**

- Supporting the Procurement Manager in reporting on figures.
- Supporting Suppliers through the Supplier Data Portal.
- Processing Queries to ensure suppliers can be invoiced in a timely manner.
- Verifying the accuracy of volume data against turnover data.

#### **Product and Supplier changes:**

- Working closely with Marketing and IT to ensure product changes are processed.
- Updating the PIM with new product and supplier details and amendments.
- Collating supplier and product detail for new catalogues.

#### **Tenders**

- Supporting the Category Manager/Buyer in updating the Process and Supplier sheets to log progress.
- Transferring commercial submission and filing supplier responses.
- Support with processing samples.

- **Document Control**
  - Keeping the document control spreadsheet up-to-date
  - Supporting the Procurement Manager in updating Processes and Policies, Approved Supplier Agreements & related documentation.
  - Regularly updating and maintaining the price increases tracker.
- **Email Inboxes / Calendars**
  - Monitoring the Procurement & Tenders Inboxes and processing emails received.
  - Log supplier increase/decrease reminders in the Procurement calendar.
- **General**
  - Ensure that administrative tasks are presented accurately and in line with the Procurement Committee requirements.
  - Produce a report each week on activity and results for Jangro CEO.
  - Ensure all other company policies and procedure are adhered to.
  - Adhere to any reasonable requests which are of benefit to the Jangro Group.
- **Back up / Cover for:**
  - Logging commodity indices information when Category Manager is away.
  - Minuting strategic supplier meetings, as required from time to time.

#### **Key Relationships:**

- Jangro Procurement Team
- Jangro Suppliers
- Jangro Distributors
- Jangro Procurement Committee

To work closely and build relationships with the above stakeholders. Attend Jangro Committee Meetings for the purpose of active participation and minute taking.

#### **Education/Experience/Qualifications:**

Minimum of 2 years continuous experience in a busy administrative / data analyst role. Highly experienced in Microsoft packages; Excel, Word, Teams and Outlook.

#### **General Skills/Attributes:**

- Strong analytical ability and numeracy skills with excellent Excel skills.
- Strong emphasis on accuracy and attention to detail.
- Solid organisational skills.
- Effective and professional communication skills via telephone, email, internet, face-to-face.
- Good time management and prioritisation skills.
- Knowledge of procurement processes, policies and procedures (*beneficial but not essential*).

#### **Person Specification:**

- Proactive and flexible approach to workload.
- Professional and polite with an enthusiastic and positive attitude.
- Team player and self-motivated, able to communicate well at all levels.

**Job Holder Signature:**

**Name:**

**Date:**

**Approver Signature:**

**Name:**

**Date:**