



Published Role Title	Purchasing Administrator (SYS-51970)
Type of Role	Perm
Location	Street, Somerset UK

Job Description

Central Operations Purpose is to serve as the centralised support team for UK & European Owned Retail, Royalty Franchise and Outlet Stores. The Central Operations Administrator will be responsible for managing the creation, processing, and tracking of purchase orders to ensure timely delivery of goods and services to ensure there is no business disruption to trading in our stores. Expected to perform other administration tasks to support the Central Operations team as required.

Accountabilities:

- Create, seek approval, update and maintain, and receipt POs in SAP, validating invoice amounts with agreed quotes.
- Coordinate with stakeholders that goods have been received in the appropriate quantities and agreed services have been provided in full, and to escalate to the budget holder when an invoice exceeds the quote value.
- Utilise trackers for POs raised and receipted against agreed budget by country and vendor, ensuring accurate and up to date records are maintained.
- Access vendor portals monthly to obtain and process invoices to timely receipting.
- Process the onboarding of new vendors for Owned Retail and Outlet store operations, updating records when appropriate and maintaining records of existing vendors such as bank details, address and name.
- Provide administrative support to the Central Operations team including but not exclusive to document management/processing, organising meetings, and maintaining shared email inboxes.

KPI:

- Ensure all relevant details (item description, quantity, price, and supplier information) are accurately entered in the system, cross-check the prices, quantities, and other relevant terms against the original PO and the supplier's invoice, and coordinate with relevant stakeholders when required.
- If an invoice exceeds the agreed quote or purchase order value, immediately escalate the issue to the designated budget holder or appropriate stakeholder. Ensure prompt resolution of discrepancies, ensuring the business stays within its budget and procurement policies.
- Ensure all relevant details (item description, quantity, price, and dates) are accurately entered into the trackers when POs are raised and receipted.
- Scheduling regular reviews of vendor portals to access and manage invoices.
- New vendors are onboarded or details updated and invoices are processed within agreed timeframes to enable payments to the vendor(s) to mitigate risks to stores.
- Support the Central Operations team with administrative tasks to ensure smooth operations and efficient workflows.

Skills, Knowledge and Experience:

- Experience within an office setting preferred.
- Strong organizational and time-management skills.
- Excellent attention to detail and accuracy in data entry and record-keeping.
- Excellent problem-solving skills.
- Familiarity of Microsoft Office Suite (especially Excel) and experience with procurement software (SAP) preferred.
- Strong communication skills, both written and verbal, and ability to work collaboratively with vendors, suppliers, and internal teams.
- Ability to handle multiple tasks and prioritise effectively in a fast-paced environment.
- Ability to work independently and take initiative when needed.
- Positive outlook and can-do attitude.