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### Role Mandate

Job Title: GNFR Procurement Administrator

Function /CFBU: GNFR/Procurement

Dimensions of the Job:

Reports to: Head of GNFR

Location: Head Office, Runcorn

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### Job Summary:

To provide administrative support to the GNFR function as well as account management for a handful of low spend suppliers to the business. You will be expected to provide a first class service to all managers, suppliers as well as employees within the business.

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### Responsibilities:

- Manage the process of order company mobiles inclusive of both hardware and software. This will also include the setup of the device, liaising with the infrastructure department, as well as distribution of the relevant forms and policies. You will also be expected to manage the tracking of all devices.
  - Manage the monthly BT billing and distribute the results to the relevant accounting teams and departmental managers
  - Check and create front sheets as well as logging all invoice journals for all invoices passed to the Procurement team.
  - Notify the relevant GNFR buyer or manager when contracts are reaching the renewal period.
  - Resolving some of the day-to-day admin queries releasing time for buyers and management to add value to other departments.
  - Manage access for staff authorised to order stationery, and also assist employees to make orders.
  - Managing access to travellers on the travel management on-line portal. You will also be expected to book and assist in booking travel for colleagues throughout the business.
  - Managing the filing system for the team (both manual and electronic), also managing the process of issuing, obtaining supplier signatures, chasing returned copies of agreements for the team giving far greater transparency and captured information.
  - Liaising with the business energy providers to ensure the entire estate is in line with the group contracts, where applicable.
  - Account management for the supply of vending machines to the group, gardening to all Head Office locations and the arrangement of confidential shredding from offices and retail branches.
  - Provide support to all member of the team as and when require and as directed.
  - Any additional ad hoc duties
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### Key Experience, Knowledge, Skills & Qualifications:

#### Experience:

- Working in a cross functional team in a multiple business unit
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Organisation.

- Working with colleagues at various levels.
- In an administration role at a senior level for the past 4 years.
- Experience within a purchasing/procurement environment.

Knowledge:

- Intermediate competency in Microsoft applications, Inc. PowerPoint, Excel & Word.
- A good overall knowledge of the pharmaceutical industry.

Skills:

- Excellent communication skills with people at all levels.
- Exceptional time management, planning and organisational skills.
- Ability to manage and adapt to change.

Qualifications:

- Minimum 5 GCSE grade or above / equivalent.

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Key Interfaces: Head of GNFR Procurement, Heads of Departments & colleagues within, Finance, IT, European Central Procurement team, customer and supplier interfaces

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### Drive Business Performance & Value Creation

*Creates value through economic action and establishes meaningful changes*

- realizes goals while considering costs, benefits and risks (goal and result orientation)
- shows commitment in achieving goals, even under difficulties
- searches for permanent solutions and takes responsibility for the results (solution orientation)
- thinks and plans ahead in order to achieve results
- maximises efficiency and effectiveness
- realizes set objectives at due date, quickly delivers results

### Dedicate Yourself to Customer Needs

*Bases his/her behaviour on internal/external customer benefit and thus supports business success*

- focuses on customer excellence, puts him-/herself in the position of the customer
- thinks the process back from the perspective of the customer
- gives priority to customer needs
- reacts quickly and appropriately to customer needs
- incorporates feedback in his/her decision-making processes
- aims at exceeding customer expectations
- actively contributes to build long-term and mutually beneficial customer relationships
- creates mutual trust by being reliable and fulfilling expectations
- meets the customer with respect and fairness
- anticipates customer needs and proactively develops solutions
  - encourages innovation and improvement

Business

Customer

Quality

People

### Strive for Quality Excellence

*Acts quality-conscious and continuously improves work Results*

- has knowledge of his/ her own area of responsibility
- acts responsibly and ensures his/her own quality of work
- demands a high standard of quality of him-/herself and others
- supports a quality which prevents rework and waste (cost awareness)
- works accurately and in compliance with guidelines and best practices (high level of detail)
- learns from mistakes and avoids them in the future
- aims to continuously improve workflow, procedures and products (process improvement)
- continuously improves the performance levels of her/his area of responsibility, corrects insufficient work results
- openly addresses problems and develops (in dialogue with colleagues/ supervisor) appropriate solutions
- is strong in implementation and assertive

### Lead and Engage

*Achieves high performance levels through clear and open communication and an inspirational and appreciative interaction with others*

- motivates self and others to excellence and continuous improvement
- communicates in a timely and precise way and encourages two way communication
- demonstrates team spirit and a sense of responsibility for mutual goals
- determines the direction for own team and ensures that goals and responsibilities within the team are clearly defined and monitored regularly
- actively promotes an organisation of diversity and cooperation (employee involvement)
- identifies and discusses emerging conflicts and supports to solve them
- acts in his/her function as a role model and conducts him-/herself with integrity and credibility
- makes quick and clear decisions, is decisive
- is honest, loyal and behaves in a responsible and respectful way (sense of responsibility)
- suits his/her actions to his/her words (walk the talk)
- embodies the values of the PHOENIX mission statement