

Role summary

This role takes responsibility for procurement of hardware, software and IT related services to be used within the practice.

Role definition

Job Title: IT Procurement Administrator
Reporting to: Head of Service Delivery ultimately to the Senior Partner

Responsibilities

- Manage global procurement of goods and services for IT including; liaising with suppliers, obtaining quotes, placing and tracking orders
- Maintain a list of approved suppliers and contract management records
- Manage all IT related maintenance and support renewals
- Administer the approval process for all IT spend, maintain spend controls and Identify cost saving opportunities
- Manage the accurate coding and sign off of all IT related invoicing
- Assist in the tendering process and build relationships with suppliers
- Produce Management reports on procurement activity, spend, budget performance and savings/service improvements achieved.
- Assist the Team to manage software licensing; record license key details and ensure new license files are stored appropriately
- Manage stocks of IT hardware, consumables and mobile devices
- Proactively identify and implement improvement opportunities
- Contribute, or otherwise assist, as required
- Thorough knowledge of and compliance with Foster + Partners procedures and standards

Qualities and skills required

Able to demonstrate ability to undertake the above responsibilities

- Legally able to work in the country in which the position is based
- Excellent attention to detail and organisational skills
- Experience using a workflow management tool or call logging system
- Proven experience in a relevant IT environment
- Good awareness of IT hardware, software and services and IT suppliers
- Able to manage and prioritise tasks and time efficiently
- Excellent written and verbal communication skills – articulate and diplomatic manner
- Able to build good relationships at all levels, internally and externally
- Able to manage sensitive and sometimes confidential information
- Self motivated and able to take responsibility
- Able to demonstrate initiative and a proactive approach to daily tasks
- Good interpersonal skills and able to work independently and as part of an effective team
- Flexible attitude

- Resilient to cope with conflicting demands, able to prioritise duties and work effectively under pressure while remaining calm and professional at all times

Desirable

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.

March 20