

Procurement Administrator
Reporting to Property Services Project Manager
Monday – Friday
40 hours between 8.30 – 18.00 (rota basis)
Birmingham, B1

Who are we?

Citibase offers a diverse and rapidly expanding network of business centres nationwide and has been going from strength to strength for 25 years to cement our position as The Property Manager for the New Economy.

We focus on giving entrepreneurs and businesses “Freedom at Work” and the independence, flexibility and support to create, grow and enjoy running their businesses in our centres.

We're currently experiencing a sensational period of growth as we continue disrupting the office market and we're seeking talented individuals to help us take our customer experience to the next level and build strong relationships in our neighbourhood.

Due to our expansion Citibase has an opportunity for an exceptional individual to take on the rewarding role of Procurement Administrator. This will be a new role within a new team based in our Birmingham Engine Room.

What will you do?

You will be responsible for procurement administration for all centres and the Engine Room as well as maintaining inhouse databases. You will follow Citibase policies and procedures to ensure that Citibase gets best value for money.

We want someone exceptional who is...

Action oriented to

- Providing administrative support in relation to procurement.
- Raising purchase orders
- Goods receipting of orders and validating invoices to the original purchase order
- Create and maintain various product databases for our preferred products.
- Develop a full understanding of the customer requirements.
- Manage internal customer order request from quote to order.
- Actively negotiate with suppliers and sub-contractors.
- Managing the procurement process to seek the best contractor for the requested works.
- Monitoring that service level agreements are adhered to by contractors.
- Supporting projects as and when required.
- Assisting with training as and when required
- Supporting the Property Services team with general administration tasks.
- Working with other administrators to support general administration / holiday and absence cover.

- Assisting in administration of price negotiations

Knowledge/Experience

- Ideally Graduate calibre
- Minimum Grade C in English and Maths (or equivalent)
- Confident user of Microsoft office 365 (Word, Excel and Outlook)
- Some procurement experience would be advantageous however not essential as full training will be given

Key skills/behaviours required for this role:

- Professional manner
- Excellent telephone manner
- Building customer relationships
- Excellent communicator
- Great attention to detail
- Organisational skills
- Tenacious
- Resilient and embraces change
- Influencing
- Building stakeholder relationships

What will we offer you?

- Up to £21,000 per annum
- Monday to Friday, 8:30am – 18:00pm
- Pension scheme
- 28 holidays (Including public Bank Holidays)
- Ride to Work scheme
- Training and Development opportunities