



<b>Job Title</b>	<b>Receptionist/ Procurement Administrator</b>
Reporting To	Procurement Manager
Location	Head Office, Antrim
Job Summary	<p>Full-time – Permanent</p> <p>Founded in 2004, Marcon Fit Out have grown to become a leading fit out company operating through the UK and Ireland.</p> <p>Marcon have delivered the fit out too many award-winning buildings across the retail, hospitality and museum and heritage sectors. They have an outstanding reputation for quality of service and have been the contractor of choice for many high-profile projects and Clients.</p> <p>Marcon are looking for a talented and driven individual to join our expanding team. The role will entail supporting our procurement department in a range of activities as we continue to provide a high standard fit-out service for our clients.</p>
Responsibilities and Duties	<p>Key Duties/Responsibilities include but may not be limited to:</p> <p><u>Reception</u></p> <ul style="list-style-type: none"> <li>• Carry out reception duties, including dealing with telephone and email enquiries and welcoming visitors to the offices ensuring that signing in/out procedures are always adhered to and that the reception is kept neat, tidy, and welcoming.</li> <li>• Operate a multi-line switchboard and process all telephone calls, including dealing with general telephone enquiries, providing information where appropriate and / or allocating to relevant individuals / departments ensuring that all messages are appropriately recorded and transferred.</li> <li>• Distribute incoming mail appropriately and effectively and to process and record outgoing post as required.</li> <li>• Operate the booking systems for meeting rooms.</li> </ul>



	<p><u>Procurement Administrator</u></p> <ul style="list-style-type: none"> <li>• Create purchase orders on Eque 2 system based on quotes passed from Buyer.</li> <li>• Responsible for ensuring all delivery dockets are received from site.</li> <li>• Three way matching of supplier invoices, PO, GRN, Invoice.</li> <li>• Ensure that invoices that cannot be matched as above are redirected to the appropriate buyer for resolution in advance of the monthly payment run.</li> <li>• Liaising with the Accounts team to resolve supplier invoice queries.</li> <li>• Archiving of invoices and general filing as dictated by workload.</li> </ul>
<p>Skills and Experience</p>	<p><u>Essential Criteria</u></p> <ul style="list-style-type: none"> <li>• Excellent literacy and numeracy skills</li> <li>• Able to manage own workload</li> <li>• Ability to work under pressure</li> <li>• General competence and confidence in use of new and varied IT systems would be beneficial and computer literate in the use of MS Office, particularly Excel and Word.</li> <li>• Strong communicator, with the ability to interact with different teams across the business.</li> <li>• Superior Organisational Skills</li> <li>• Excellent attention to detail and strong application to perform tasks accurately to a high standard.</li> </ul> <p><u>Desirable Criteria</u></p> <ul style="list-style-type: none"> <li>• Ideally minimum 1 year experience in an administrative role.</li> </ul>
<p>Salary and Benefits</p>	<p>Salary Negotiable pending experience                  Competitive Pension scheme                  Health Cash Plan Scheme                  Team Building Activities                  Training and development opportunities</p>
<p>If you are interested in applying for this position, please complete send your CV to <a href="mailto:humanresources@marconfitout.com">humanresources@marconfitout.com</a></p> <p><i>Marcon are an Equal Opportunities Employer.</i></p>	