

<b>Job Title</b>	<b>Procurement Administrator</b>
Reporting To	Procurement Manager
Location	Marcon Head Office, Antrim
Job Summary	<p>20 to 25 hours per week – 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> <ul style="list-style-type: none"> <li>• Processing joinery workshop purchase orders and general procurement orders</li> <li>• Processing goods received notes for workshop and sites</li> <li>• Compiling and circulating weekly reports as follows:             <ul style="list-style-type: none"> <li>○ Outstanding orders report</li> <li>○ Plant allocation reports (and subsequent plant allocations)</li> <li>○ Registered invoice report</li> <li>○ Invoices without purchase orders</li> </ul> </li> <li>• Archiving of invoices and general filing as dictated by workload.</li> </ul>
Skills and Experience	<p><u>Essential Criteria</u></p> <ul style="list-style-type: none"> <li>• Excellent literacy and numeracy skills</li> <li>• Good experience and confidence with IT systems, particularly Excel</li> <li>• Able to manage own workload</li> <li>• Ability to work under pressure</li> </ul>



	<ul style="list-style-type: none"> <li>• Strong communicator, with the ability to interact with different teams across the business.</li> <li>• Excellent organisational skills</li> <li>• Excellent attention to detail and strong application to perform tasks accurately to a high standard.</li> </ul> <p><u>Desirable/ Preferred Criteria</u></p> <ul style="list-style-type: none"> <li>• Experience of using financial/ERP systems such as Sage/COINS</li> <li>• Previous experience in procurement role/ department</li> </ul>
<p>Salary and Benefits</p>	<ul style="list-style-type: none"> <li>• Competitive Salary (depending on experience)</li> <li>• Competitive Pension scheme</li> <li>• Enrolment on Private Medical insurance after completing one year of employment.</li> <li>• Additional days holidays pending length of service, up to a maximum of 5 additional days.</li> <li>• Team Building and Health and Wellbeing Activities</li> <li>• Training and development opportunities</li> <li>• Free Parking</li> </ul>
<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 style="text-align: center;"><i>Marcon are an Equal Opportunities Employer.</i></p>	