

JOB SPECIFICATION



encoregroup

POSITION: Purchasing Administration Officer

REPORTS TO: Purchasing Manager

OBJECTIVE: *Responsible for providing the Purchasing Manager with administrative assistance in the overall management of the Purchasing department while maintaining and administering the point of sale system.*

LIAISE WITH: Retail Catering Supervisor, Retail Catering Co-ordinator, Corporate Facilities Co-ordinator, Head Storeman

DIRECT REPORTS: N/A

RESPONSIBILITIES:

Purchasing

- Process catering invoices
- Data entry of match day stocktakes
- Maintain the Stock Control systems
- Process all stock transfers
- Process purchase orders, invoices and credit notes
- Assist Purchasing Manager in the supervision of all department stocktakes and transfers
- Provide support to the Purchasing Manager as required
- Comply with the procedures and controls outlined in the Stores/Purchasing Department guidelines regarding stock reconciliation

Operational

- Ensure systems are in place leading to a high level of security and stock control
- Contribute to ongoing development and implementation of appropriate work practices
- Assist in stock control for all departments
- Provide support to the Head Storeman as required
- Provide POS support to all departments as required

Administration

- Assist in the input and reconciliation of all outlet stocktakes after event days as required
- Generate stock control reports for department managers as required
- In conjunction with the Purchasing Manager oversee all department stocktakes inclusive of auditing and reporting on any discrepancies
- Attendance at department meetings

Compliance Management

- Ensure all workplace practices comply with OH&S standards
- Ensure all hazards, risks and incidents are reported to the Head Storeman immediately, ensuring written reporting in accordance with policies and procedures
- Ensure that staff comply with approved HACCP standards and procedures

Essential Skills

- Excellent computer and literacy skills
- Accurate and efficient data entry skills
- Highly organised individual
- Analytical

- Communicates well at all levels
- Attention to detail
- Delegation & follow up skills
- Front of house operations when required
- Report writing skills

Attributes/Essential Qualities

- Calm manner & copes well under pressure
- Sound work ethic
- A flexible and adaptable work approach
- Team player