

Job Overview:

Supply Chain Administrator

Job Title: Supply Chain Administrator	Location: Regent's Wharf	Company: Gratte Brothers Limited
Reporting to: Supply Chain & Purchasing Manager	Key Stakeholders: Engineering Department Estimating Department HSEQ Department Purchasing Department Surveying Department Suppliers (External Supply Chain)	

Job Purpose:

To provide administrative support to the Supply Chain department and take responsibility for the management of core administrative processes, ensuring they are carried out in a timely manner and to the standard expected.

Key Areas of Responsibility:

- Support the Supply Chain department in all areas relevant to supply chain management.
- Support and maintain the integrity of the supply chain database.
- Assist with the administration of supply chain queries, regarding invitations, verifications, and approvals.
- Support the Supply Chain Department to make sure suppliers have up-to date insurances before they are employed on projects.
- Assist with uploading contract information to database via SharePoint.
- Encourage good quality of information for Tender Comparison Schedule processes.
- Assist in the preparation of documentation associated with sub-contract order placements.
- Follow up returns of sub-contractor orders and assist in the administration of contract information.
- Attend meetings and forums with supply chain companies where appropriate.
- Manage the filing of documentation relevant to the Supply Chain department.

This is a broad overview of the position and does not encompass all aspects of the role.

Knowledge & Experience

- Previous experience working as an Administrator or Office Support.
- Experience working in the Construction industry is desirable.
- Previous experience of information systems and databases.
- Experience of MS Office suite.

Attributes & Skills

- Strong administration skills.
- Able to organise and prioritise your workload.
- Able to work under pressure/high volume workload.
- Professional, friendly, service-focussed work ethic.
- Able to work with flexibility.
- Reliable and conscientious.
- Able to work as part of a team.

Qualifications

- Educated to GCSE Level including A-C (9-4) in English and Maths (or equivalent).

Gratte Brothers are an equal opportunities employer and welcome applications from all.