



JOB DESCRIPTION

Position Title:	Purchasing Administrator (6 month Contract)		
Department:	Purchasing, Operations	Date:	February 2018
Location:	DTP HQ, Leeds		
Reporting To:	Operations Manager		

ABOUT DTP GROUP

DTP Group is an IT specialist infrastructure, solutions and services provider with over 30 years' experience supplying and supporting clients within the public and commercial sectors. Based in Leeds, but with coverage across the UK, DTP's revenues are approaching £50m per annum across three trading divisions, and has a growing staff population of nearly 150 employees.

DTP's divisional structure is focused on partnering with HPE and HP respectively, and comprises an Enterprise Division focused on Server, Storage and Networking technologies and services, a Managed Print Services Division, and a Client Device Division, focused on the support of PC, Laptop and Tablets and associated services and solutions, both from a transactional perspective or within a Managed Service.

DTP is an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

JOB OVERVIEW

This is a fixed 6-month contract.

The purpose of this position is to provide support for DTP's sales and operational teams in the form of placing purchase orders, managing back-orders, dealing with incoming communication (email & phone) and providing administrative support within the purchasing team.



As a team we are required to be reactive and proactive to the changing business drivers and requests for products and services, detailing the requirements, and purchasing products via DTP's supply chain to support the business objectives.

- Daily monitoring and booking in of stock against PO's placed;
- Communicating and providing visibility of DTP's open back-orders;
- Day-to-day throughput of purchase orders relating to all business units, specifically our PSG team;
- Monitoring of and responding to incoming email traffic with various email groups;
- Assisting with responding to and managing supplier queries for PO's purchased the previous day;
- Pricing and sourcing stock for new sales orders;
- Creation of new part requests and maintaining part records within SAGE ERP; Dealing and responding to supplies exceptions;
- Proving cover for other team members when out of office;

KEY TASKS

This gives an indication of the role responsibilities, it is not exhaustive and you may be asked to undertake other work within your role.

- Ensuring all previous day's orders received by the suppliers and shipment reports acted upon, including the updating of SAGE;
- Receipting-in of stock against purchase orders shipped by DTP's suppliers (and storing the supplier delivery note);
- Ensure the purchasing and supplier queues are maintained throughout the day;
- Assisting other team members and ensuring supplier queries are acted upon, and communicated to the sales teams, when necessary;
- Process incoming consumable exceptions on a daily basis, within our Supplies Request portal;
- Monitor and process of MPCS Service Tickets, within our NetHelpDesk portal;
- Be responsible for the updating and communication of back-order information flow to the sales teams;

- Ensure part code requests are acted upon and communicated back to the Customer Services team once complete;
- Manage and update the team key supplier database, whilst assisting with sourcing of new suppliers when required;
- Monitoring of purchasing mailbox, with an emphasis on ensuring mails are responded to within the 2 hour SLA;
- Work as a member of the purchasing team to meet and where possible exceed the KPI's outlined by the Management Team.

SKILLS AND ABILITIES

Desired skills and abilities:

- Commitment to DTP Group Mission, Vision and Values.
- To consider the customer's visibility and requirements of our services.
- Desire to present services consistently and predictably on all types of request throughout the team and business as a whole.
- Identify incidents and issues which are likely to cause customer incidents and escalations and act pre-emptively.
- Execute tasks and record efficiently to trigger billing opportunities.

VALUES AND BEHAVIOURS

- Commitment to the DTP Group Mission, Vision and Values.
- To consider the customer's visibility and requirements of our services.
- Desire to present services consistently and predictably on all types of request throughout the team and business as a whole.
- Identify incidents and issues which are likely to cause customer incidents and escalations and act pre-emptively.
- Execute tasks in an accurate and efficient manner.



- Communicate with all customers, suppliers and colleagues positively and professionally.

RELATIONSHIPS

- Reports to: Purchasing Team Lead.
- Internal Relationships with: Customer Services, Service Desk, PPS Sales Team, MPS Sales Team, ESSN Sales Team, Warehouse & Logistics, Purchasing and Finance.
- External Relationships: Suppliers, Vendors and Customers.