

Role: Procurement Apprentice	Direct Reports: 0
Reports To: Head of Finance	Total Reports: 0
Location: Head Office, Gatwick	Budget Control Amount: 0

Job Purpose

North Air is responsible for providing into-plane services and fuel farm operations on behalf of major oil companies. We operate at 20 locations across the UK, where we carry out approximately 300 000 fuellings per year. We aim to provide safe, reliable and efficient into-plane services to our customers' satisfaction.

North Air places significant emphasis on attracting and employing people who are able to demonstrate a commitment to Safety, Working Together, Integrity, Encourage and Respect, our Core Values which are key to the success of North Air in providing Fuelling Excellence.

Supporting the Head of Finance, providing a professional procurement and administration service to all parts of the business, helping to drive greater value for money from more effective and innovative procurement, whilst working towards a Level 4 qualification in Commercial Procurement & Supply

Reporting Relationships

- Responsible to the Head of Finance and working closely with key stakeholders within North Air, particularly within Operations

Key areas of Responsibility

Primary Accountabilities

- Undertake a development programme leading to a Level 4 Commercial Procurement & Supply qualification as part of an apprenticeship
- Develop skills to effectively liaise with appropriate internal and external stakeholders on existing third party supplier performance, responding in a prompt and professional manner.
- In conjunction with Head of Finance & other Heads of Functions, helping to establish a clear procurement process and policy to bring best value and efficiency to the business
- Assist in review of current suppliers and developing a "preferred supplier list" database, ensuring that each supplier is compliant with current legislation and any other requirements eg. HSSE
- Once established, to be responsible for the upkeep of the preferred suppliers list
- Carry out administration relating to third party suppliers, eg, raising of purchase orders, filing, archiving and the disposal of obsolete records, ensuring all documentation is handled and processed effectively at all times and confidentiality is maintained
- Support in the compilation and co-ordination of reports and presentation documents when needed
- Providing advice on procurement approach/policy (as skills develop)
- Support new tender processes with admin duties, preparing enquiry packs, collating tender information, chasing tender quotations back from suppliers, populating cost comparisons, arranging meetings as required
- Procure small value items/materials and services as required on behalf of the business
- Gatekeeper for supplier contracts, flagging up contract renewal dates to "Contract Owners"
- Identifying and using technology to improve procurement processes

Other:

This list is not exhaustive and post holders may be expected to carry out other activities as identified by the company.

Job Description

Skills and Experience (Essential)

Skills
Strong on North Air Core Skills: Working Together, Integrity, Respect, Safety, Encourage Self Motivated and willingness to learn
Good organisation skills
Confident communicator
Good knowledge of Microsoft packages
Must have an interest in developing a career within procurement

Qualifications (Essential)

Entry level qualifications meeting the requirements of the Level 4 Commercial Procurement & Supply course attached to this Apprenticeship **(currently checking this)**

Qualifications (Desirable)

Applications with HNC/HND or Higher Level qualifications are also eligible for this opportunity

Skills and Experience (Desirable)

Some experience of working within an office environment in an Administration role would be an advantage

Created By: Sharon Abbott, Head of HR	
Created Date: February 2019	Review Date: February 2020 or at recruitment date

I hereby Acknowledge the above job description and the duties required of me for this role.

Signed _____

Name _____

Date _____