

## **PROCUREMENT ADMINISTRATOR Job Description**

HYDAC was founded in 1963 as an independent provider of hydraulic accessories and is today an internationally established group with over 10,000 employees, 50 branch offices and 500 trade and service partners world-wide.

We are currently looking for a part-time Procurement Administrator to join our Procurement Team. The successful candidate will report directly to the Procurement Manager.

### **Key Responsibilities:**

- Updating SAP with Purchase Order confirmations.
- Speaking with suppliers to ensure on time deliveries.
- Liaising with the Sales Department regarding delivery dates.
- Processing requisitions and raising Purchase Orders.
- Updating pricing information at the request of the Procurement Manager.
- Requesting quotations.
- Creating and maintaining supplier details.
- Collating data and running reports.
- General administration duties.

### **Required Skills:**

- Numeracy and literacy
- Well organised
- Accuracy
- Confident telephone manner
- Microsoft Excel
- Experience of SAP advantageous but not essential

### **Profile:**

The nature of the role means we are looking for someone with excellent interpersonal skills who is comfortable working within a small team environment. The ideal candidate will possess the following attributes:

- Previous experience of working in an Administrative or Procurement role.
- Ability to build effective working relationships across all departments.
- Self-motivated with the ability to adapt to fluctuating work demands and multiple priorities.
- Conscientious and hard working.
- Excellent communication skills.
- Good working knowledge of SAP, Excel, Word, and Outlook.

**Hours of Work:**

This is a part time role working 15 hours a week (days/hours of work are negotiable). Hybrid working available after training period.

**Location:**

The role will be based at our UK headquarters in Witney, Oxfordshire.

If you are interested in applying for the above position, please forward a covering letter and CV, including salary expectations, to [recruitment@hydac.co.uk](mailto:recruitment@hydac.co.uk).