# **Job Description** – Administrative Assistant (Procurement Services)

**About the Role**

The Procurement Services Team is a key part of the University, providing professional commercial services to support the purchase of goods and services across the University.

The Administrative Assistant will be responsible for working independently and collaboratively with a team of stakeholders to deliver the successful completion of procurement activities.

Working as part of a flexible team supporting colleagues, ensuring the delivery of high-quality administrative activities, and contributing towards continuous improvement. The role holder will play an important role in delivering a key service to the University.

**Key responsibilities**

* Carrying out essential, time-critical administrative and operational tasks relating to the delivery of procurement services.
* Providing effective and accurate information to colleagues in Procurement Services, Units and Faculties on a range of policies and procedures related to procurement.
* Contributing to the production, review and update of procedures and related documents for procurement activities.
* Effectively and confidently access, utilise and update University systems and databases.
* Assisting in the development and continuous improvement of procurement services.
* Taking responsibility for continually developing skills and knowledge to maintain and improve personal performance and adapt to evolving business practices and procedures.
* Other general duties when required – this is not an exhaustive list of responsibilities.

**Skills and experience**

**Essential**

* GCSE Maths and English at Grade C or above.
* Relevant experience of working in an office environment.
* Ability to build rapport and communicate clearly, both in spoken and written English.
* Ability to use IT systems with confidence and experience using standard Microsoft applications, particularly Word and Excel.
* Ability to undertake high volumes of routine data entry and manipulation tasks.
* Good organisational skills, including ability to cope with heavy workloads and repetitive tasks and to meet deadlines.
* Ability to work successfully as part of a team and on own initiative.
* A positive approach and commitment to excellent customer service.
* Ability to work as part of a virtual or distributed team.

**Desirable**

* Has or working towards CIPS Level Certificate in Procurement & Supply Operations or equivalent experience.
* Experience of working within a higher education environment.

*The Open University is committed to equality, diversity and inclusion which is reflected in our mission to be open to people, places, methods and ideas. We aim to foster a diverse and inclusive environment so that all in our OU community can reach their potential.  We recognise that different people bring different perspectives, ideas, knowledge, and culture, and that this difference brings great strength.  We strive to recruit, retain and develop the careers of a diverse pool of students and staff, and particularly encourage applications from all underrepresented groups. We also aspire to make The Open University a supportive workplace for all through our policies, services and staff networks.*

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