

Administrator

Full-time, Permanent

Based at Midmill, Kintore

Overview of Role:

Provide administration support to the Procurement department

Key Responsibilities:

- Expediting Purchase Orders (PO) and notifying the requestor or buyer of any potential delays and updates, ensuring suppliers adhere to delivery and any other PO commitments
- Ensure that all relevant documentation associated to the purchase is filed and maintained according to company procedures
- Be responsible for own time management, liaising and communicating effectively with colleagues regarding requirements, specifications, lead times and potential delays
- Supporting the procurement department, when required, in the raising of purchase orders promptly with approved suppliers and within the limits of financial authority
- Resolve invoice and delivery queries in a timely manner
- Support business improvement / cost reduction initiatives
- Adhere to and implement where applicable, company quality, health and environmental procedures

Skills & Experience:

- Previous experience in a similar role
- Excellent word processing and IT skills, including knowledge of a range of software packages.
- Ability to work under pressure and to tight deadlines
- Good organisational and time management skills
- Excellent interpersonal skills
- Ability to work on own initiative
- Honesty and reliability

Qualifications:

- Prior administrative experience
- English – Pass at Standard Grade or equivalent
- Maths – Pass at Standard Grade or equivalent

Apply with a current CV and salary & benefits expectations to hr@oegoffshore.com