



Job Description

1. Job Details

Job title:	Transport Purchasing Coordinator
Department:	Operations
Location:	London based, with some travel across the UK to HCT Group sites
Reporting to:	Group Purchasing Manager

2. Job Purpose

The Transport Purchasing Coordinator is responsible for day to day administration of all centralised management systems across the Group and assisting the Group Purchasing Manager to ensure the department meets the needs of the organisation.

3. Main Responsibilities

Operations & systems:

- Helpdesk and support function for Group wide management systems:
 - o Purchasing system (Freeway)
 - o Telematics (Traffilog)
 - o TMS (365 Response)
- Administration and maintenance of Electronic Fleet records.
- Cost allocation management
- User Training and administration of Training Records (All Systems)
- Assisting with Special Projects.

Procurement:

- Purchasing Process Assistance and Support
- Supplier Records administration (All Systems as required)
- Supplier Account administration (Reconciliation and Query Resolution)
- Vehicle lease cost processing
- Central Purchasing documentation and Administration
- Centralised Fuel records reconciliation
- Generation of centralised periodic reporting.

Health & Safety:

- H&S document tracking
- H&S updates

- H&S Reporting
- Assisting the Group Head of Engineering, ensuring accurate and up to date health and safety literature.

General

- Assist Group Purchasing Manager
- Assisting Group businesses
- General Office Administration and assistance
- Any other duties commensurate with the grade.



Person Specification

Job Title: Purchasing Coordinator

1. Qualifications

GSCE English and Math – grade c and above (Desirable)

Microsoft Office Diploma – (Desirable)

2. Knowledge

Procurement processes (Desirable)

Passenger Transport / Logistics (Desirable)

3. Skills

Excellent Administrative skills (Essential)

Ability to self manage (Essential)

Excellent organisational and diary management skills (Essential)

Able to adapt to new software and using IT (Essential)

Able to juggle a number of tasks at the same time (Essential)

Health and Safety Administration (Essential)

4. Experience

Experience of Freeway Purchasing system (Desirable)

Working in a busy administration department (Essential)

Experience in Training others on systems and processes (Desirable)

Experience with advanced use of Microsoft Office (Essential)