



Creating great homes together

Role Profile

Position

Procurement Administrator

Reporting to

Head of Procurement

What you can expect

We're a magnificent place to work, where talented and ambitious people enjoy rewarding, purposeful and fulfilling careers in an inspirational environment.

- You will be joining a new and growing procurement team at the launch of a new and exciting strategy, so this role is crucial to Magna's on-going development!
- You will help develop and implement key strategic policies and plans.
- Support for commercial personal development.
- Agile hybrid working.
- Helping Magna get the most out of upcoming changes to public procurement.
- At Magna, we are committed to your growth and professional journey. We offer ample opportunities for further training and development, empowering you to excel in your career. Our comprehensive benefits package underpins our commitment to your well-being and includes a generous Pension Scheme, Health Care Cash Plan, Wellbeing Portal and Employee Assistance Program. These resources are designed to support both your mental and physical health, ensuring your success in both personal and professional aspects of life.
- We actively support our local communities and encourage employee involvement by offering one paid day per year for volunteer activities alongside access to Credit Union facilities and Colleague Voice. You will also benefit from Company Sick Pay and a competitive annual leave entitlement, which increases progressively with your length of service over the first five years.

What you are known for

- Delivering a role that brings both challenge and complexity.
- Excelling within a small, dedicated team environment.
- Delivering outstanding service to internal clients.
- Demonstrating exceptional focus and organisational abilities.

What you take care of

- Generate purchase orders, prepare metrics, expedite deliveries, and assist with RFQs, NDAs, and other administrative tasks.
- Maintain precise procurement records and ensure adherence to applicable laws, regulations, and company policies.
- Oversee the timely delivery of goods and services.
- Facilitate communication with internal departments and external suppliers.
- Collaborate with the broader team and Magna departments to synchronise procurement activities with project timelines, while managing inventory levels.
- Manage the onboarding process for new vendors, ensuring all required documentation and approvals are up-to-date and complete.
- Maintain and update the vendor management system and key databases, while suggesting and implementing improvements where necessary.
- Ensure strict compliance with company policies and procedures, achieving accuracy and efficiency every time.

What you need to be successful

- Excellent communication skills.
- Good IT skills to include wide experience of MS office and Excel.
- Commercial awareness.
- Attention to detail alongside a high level of accuracy.
- Strong analytical and problem-solving skills.
- Able to have conversations with colleagues at all levels.
- Proactive and target driven.
- Previous experience in an administrative role. Within a procurement setting would be advantageous.

Qualifications required

Applicants with transferrable skills are encouraged to apply.

- No essential qualifications. Relevant Administration work experience required.

Approved: V1/0824007