

Job description - Administration support officer (procurement) (PB6b)

Job summary

Mechanical Engineering manage the safe and economic life cycle of all Vehicles, Machinery, and Equipment (VME) used by Forestry England, Forest Research and Forest Services across the United Kingdom.

As an Administration Support Officer (Procurement), within the mechanical engineering department you will provide day to day administrative support for the acquisition, records management, and disposal of VME. You will play a key role in supporting and helping to develop the high quality of service delivery required to support business units across Forestry England and wider agencies.

Key responsibilities & accountabilities

The successful candidate will become part of an evolving asset management team and report directly to the Fleet Support Manager (Procurement).

The role requires:

- working closely with our stakeholders and customers alongside wider finance and commercial teams to ensure that all acquisition and financial transactions are concluded on a timely basis
- using appropriate public sector frameworks,
- accurately manage data to enable accurate forecasting
- ensuring that the department meets all required assurance and regulatory compliance
- ensuring that data is handled within Forestry England's financial guidelines
- flexibility regarding reasonable adhoc tasks requested by your line manager

The post holder will be given the opportunity to progress their career through identified training plans and ongoing professional development.

Location-specific information (optional)

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Skills, knowledge & experience

Essential professional and technical experience

- demonstrable experience of working in a customer focused environment
- good organisational ability and administrative skills
- a sound working knowledge of Microsoft Office packages - in particular Word, Excel and Outlook

- a collaborative approach to working with others and strong interpersonal skills
- experience of handling administrative and financial data to a high level of accuracy and efficiency
- demonstrate determination, resilience, and ability to work well under pressure and at pace to meet tight challenging deadlines

Desirable professional and technical experience

- knowledge and use of fleet management software, including asset records and invoice payment
- working experience of procurement, engineering or fleet industries
- experience in working as part of a wider team across geographical areas
- highly proficient in Microsoft Excel / Microsoft SharePoint
- experience of operating in a fast-paced delivery environment

Qualifications

Essential – not assessed

Desirable – not assessed