

Procurement Co-ordinator



Too many older people have no one to turn to for support. We believe no older person should have to struggle alone. We're Age UK, the UK's leading charity for older people. We provide information, support, friendship and advice when it's needed most. Our services are a lifeline – could you help us reach even more people who need us?

The job, in a nutshell

- Supporting the Head of Procurement in the management of all Age UK's procurement activity
- To co-ordinate with Age UK's outsourced procurement-as-a-service provider to action Age UK procurement projects
- To act as the point of contact for internal queries between Age UK stakeholders and the PAAS provider or direct with suppliers if appropriate.
- To act as the point of contact between Age UK and its insurance broker and manage communications relating to claims and queries.

What you'll do for us

Procurement

- Supervising the progress and execution of the organisation's Request For Quote and tender activities undertaken and/or supported by PAAS through weekly catch ups with the external team.
- Independently drafting simple procurement documents and evaluation frameworks, and supporting in drafting the full range of procurement documents.



'I have worked in the finance team for over 5 years now and I've really enjoyed the journey so far. Everyone at Age UK is very friendly and supportive. I have learnt so much over the last five years, I look forward to the next five.'

Chai Dev

SENIOR FINANCIAL
ACCOUNTANT

Our values



Collaborative



Impactful



Ambitious



Inclusive

Procurement Co-ordinator



- Managing the end-to-end procurement process on lower value procurement projects.
- Assisting Age UK staff with any procurement-related process queries.
- Managing the new supplier set up process.
- Updating procurement guidelines when needed.
- Supporting the Head of Procurement to monitor PAAS provider's performance and delivery of services in line with the contractual obligations.
- Providing administrative support to the Head Of Procurement and PAAS provider.

Insurance

- Supporting the renewal process of the Age UK's group insurance policies.
- Supporting senior management in planning the purchase of the organisation's group insurances.
- Responsible for maintaining working relationship with the insurance broker.
- Promptly notifying insurers of potential and new claims.
- Maintaining records of the progress of claims and insurance activities.

Daily administration activities

- Providing ongoing support to Age UK staff for Age UK procurement systems and processes.
- Providing advice to non-Procurement staff on lower value procurement and contract management queries.
- Monitoring the Procurement department's inbox to ensure that requests and actions are executed and pursued in a timely manner.
- Managing accounts for travel, office supplies, and credit checks and maintaining supplier relationships.
- Maintaining Procurement Advanced Reports and dashboards.
- Creating, managing, and closed purchasing orders for the team when needed.

Location

Hybrid – Homebased /
London (flexible)

People management

No

Division

Group Finance



ageuk.org.uk

Age UK, 7th Floor, One America Square, 17 Crosswall, London EC3N 2LB.
Registered charity number 1128267. Company number 6825798.

Procurement Co-ordinator



Must have:

- Demonstrable experience of working in a procurement related position.
- Experience of involvement in procurement processes and procedures such as Request For Quote, Request For Proposal and Invitation To Tender.
- Proficiency in Microsoft Office suite of programmes (Excel, Word, PowerPoint).
- Ability to analyse and accurately interpret and report on financial and commercial data.
- Understanding of supplier contracting and onboarding processes.
- Working knowledge of principles of negotiation, supplier management and contract administration.
- Strong communication skills and ability to clearly present and explain complex and/or technical information.

Great to have:

- Member of the Chartered Institute of Purchasing and Supply (CIPS) or interest in future study towards CIPS qualification.
- Experience of working with or managing insurance broking providers.

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