



## **THE ROLE**

### **Supply & Logistics Administration Assistant**

<b>Department:</b>	<b>Supply &amp; Logistics</b>
<b>Role Code:</b>	<b>TS04</b>
<b>Grade/Role:</b>	<b>4</b>
<b>Responsible to:</b>	<b>Supplies Officer</b>
<b>Responsible for:</b>	<b>No line management responsibility</b>
<b>Date Revised:</b>	<b>March 2024</b>

#### **Job Purpose:**

To protect and save life, property and the environment by assisting with the day-to-day running of the Supply & Logistics Team, specifically to ensure that all administrative systems are effective and responsive.

#### **Main Duties and Responsibilities:**

1. Responsible for effective administration relating to the Purchasing and Supplies Department, including but not limited to updating order and issue information databases.
2. To raise purchase orders and progress these with suppliers until goods/services are received, updating information relating to items/suppliers on the CODA system.
3. To enter requisitions onto the CODA system ensuring compliance with relevant policies regarding scale of issues.
4. To act as first point of contact via telephone or email for resolution of internal customer queries, providing resolution where possible or escalating within the department to ensure resolution.
5. Assist in the provision of statistical information and the recording of loss/stolen/damaged equipment throughout the Service.
6. Act as a minute taker at internal meetings and administer the filing and information recording systems used by the department.
7. To maintain records used and ensure that they are accurate. To update filing systems for purchasing records, suppliers' catalogues, and reference information.

## Role Profile

8. To be responsible for production of letters, memos, correspondence or other documents as required using appropriate databases and/or software packages.
9. To attend to the Mailbox – Stores Enquiries. Co-ordinate and manage periodic requirements such as supplier meetings, bulk issues, liaising with internal/external partners.
10. To assist with contracts administration by updating Contracts Register and maintaining and updating the filing of Contracts.
11. Participate in departmental meetings and through sharing of knowledge contribute to formulation of departmental policy.
12. Positively contribute to a safe work environment ensuring compliance with Health and Safety, Risk Management, Business Continuity and Safeguarding policy and procedure. Protect all personal information in adherence with the Data Protection Act 2018.
13. Any other duties commensurate with the responsibilities and grading of the post.