

<b>Job Role:</b>	<b>Procurement Administrator</b>
<b>Reporting To:</b>	<b>Procurement Manager</b>
<b>Job Type:</b>	<b>Full Time</b>
<b>Start:</b>	<b>ASAP</b>

### About TIG

We believe specialist UK firms deserve the same level of service they would give their own clients.

We know that clients want expertise, a service they can rely on and intimate support from a named individual who knows their business.

Our relentless commitment to finding the best solution, our sense of pride in helping our clients achieve their goals and our thirst for understanding how technology improves business are what make us successful.

With us it's Personal

### Job Purpose

A fantastic opportunity has arisen for a procurement administrator to join a fast growing Managed Service Provider in central London.

They are seeking an ambitious and enthusiastic Procurement Administrator. You will be looking after PO's, purchasing of IT equipment, creating client quotes and update the PSA systems, as required.

You will be managing the procurement of goods and services and the software license and renewals of all clients.

### Main Responsibilities:

- Create client quotes and update the PSA system
- Act a secondary point of contact to clients
- Managing the procurement of goods and services
- Managed the software and licensing and renewals of clients
- Manage IT related maintenance

### Personal Spec:

- Minimum 1-2 years' experience as a Procurement Administrator
- Experience in an IT environment
- Good awareness of IT hardware/Software

- Ability to build strong relationships
- Ambitious, eager to deliver, very strong worth ethic

**Desirable:**

- Worked in and MSP/IT environment
- Worked in a financial environment
- Have some IT knowledge - previous experience as an IT engineer or worked on a service desk.

This is a fantastic opportunity if you are looking to learn an exciting industry and work with fantastic clients.