

Job Role:	Procurement Administrator
Reporting To:	Procurement Manager
Job Type:	Full Time
Start:	ASAP

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.

We have a desire to be the UK’s most trusted Cloud Service Provider, with a reputation for excellence in customer service and are experts in our field. To achieve this, we have a relentless pursuit of excellence; take pride in our accomplishment; and have an appetite for more.

TIG Ltd, is an equal opportunities employer. We make recruitment decisions based on qualifications, skill set and experiences. We consider all suitable candidates for recruitment and development regardless of their age, sex, gender reassignment, race, religious beliefs or lack thereof, marital status, disability or sexual orientation or any other protected characteristic.

We aim to provide a working environment in which employees are able to realise their full potential and to contribute to its business success; we truly believe that diversity of thought makes us stronger.

We understand that each individual is unique and may have different personal circumstances; therefore we are happy to explore flexible working options to accommodate individuals' preferences: With us its personal: not only for our Client but for our People too.

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 system, purchasing of IT equipment, creating client quotes and updating of the PSA systems ensuring clients are at the forefront of it work.

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 for goods and service requests.
- Managing the procurement of goods and services.
- Liaising with vendors, services providers and courier services.
- Managed the software and licensing and renewals of clients
- Manage IT related maintenance
- Managing Order Completions of all orders
- Manage and update PSA tickets relating to procurement

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.