

# PROCUREMENT ADMINISTRATOR

Fully Funded CIPS Level 3 Apprenticeship



Ormskirk, West Lancashire



£20,000 plus (dependent on skills & experience)



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[www.Pilkington.com/Careers](http://www.Pilkington.com/Careers)

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## WHO ARE WE?

The NSG Group is a global leader in glass manufacturing in three business areas: Architectural, Automotive and Technical Glass.

Our mission is to be the global leader in innovative high-performance glass and glazing solutions, working safely and ethically.

## THE ROLE

The purpose of the role is to provide administrative support to the ARCH CAPEX Procurement Team.

The role will involve working with our global supply base and Procurement Teams to support successful delivery of Engineering Projects with values from £500k to £250m +.

This will involve administrative tasks necessary to achieve best value procurement of goods and services required for successful delivery of Projects including creation of sourcing events and monitoring return of tenders.

Providing assistance to the Buying Team to ensure full compliance with all NSG Sourcing Procedures and implementing any new initiatives rolled out within Procurement function.

Maintaining and updating technical and administrative data; handling of confidential and sensitive information.

Training will be both on the job and via fully funded Chartered Institute of Purchasing and Supply (CIPS) Level 3 Apprenticeship qualification.



## WHAT ARE WE LOOKING FOR?

### You

- Good standard of education including English and Maths
- Highly organised with good general office skills
- Experience of working in an administrative driven environment
- A self-starter who is capable of working on their own initiative and able to prioritise workloads to achieve deadlines
- A high level of IT skills with a good working knowledge of Word, Excel and PowerPoint
- Ability to work both as part of a team and independently
- Good communication and interpersonal skills, both with internal colleagues and external contacts

### Benefits

- Fully funded CIPS Level 3 Apprenticeship
- 25 days holiday
- 37½ hours per week, Monday – Friday
- Hybrid working after training period
- Flexible Working Hours scheme
- Pension with employer contributions
- Staff Incentive Plan
- On site car parking & restaurant

A full UK driving licence and car ownership would be an advantage due to limited public transport to the site.

If you believe you have the skills and abilities we need, we very much want to hear from you! Please send your CV and covering letter to [RecruitmentVacanciesUK@pl.nsg.com](mailto:RecruitmentVacanciesUK@pl.nsg.com) and quote reference **PTML P22-16**.