



Job Details

Reports to:	Procurement Manager
Title:	Procurement Administrator
Location:	Dublin
Duration:	Permanent

About Virgin Media:

At Virgin Media, we've got a very different way of looking at the world - and it shows in what we're like as a place to work. We think work should be fun - because fun is what our customers demand from our services. So you'll be joining a bunch of people who are free-spirited, capable of coming up with their own ideas, and given free rein to put their talents to their best use. But besides being all about fun, we're also deadly serious when it comes to putting our customers first! Whether it's TV, mobile, home phone or super-fast broadband services, at Virgin Media Ireland we're 110% focused on making our customers lives easier, richer and a little bit more fun.

It's not a nine-to-five, clock in and tune out sort of place. And there's no corporate mask to put on at the door - you can just be yourself. We're hard working, but in it together. Creating something special. Because let's face it. If you don't love what you do, it's time to do something else. Join us.

About the Role:

The successful candidate will provide administrative support to the Procurement Team. On a daily basis, the Procurement Administrator will be responsible for coordinating and assisting with sourcing sustainable procurement initiatives for Virgin Media Ireland.

Specific Duties & Tasks:

- Support the Procurement Team in the UK and Ireland in the development and implementation of innovative and sustainable procurement guidelines, procedures and policy.
- Identify opportunities for new and integrated supply agreements.
- Gain economic savings and increased service levels from suppliers.
- Monitor internal procurement systems and processes and ensure that compliance is achieved across the organisation.
- Manage the creation and approval of new suppliers for use within the business.
- Provide excellent customer service and ensure that a professional manner is maintained at all times.
- Developing and maintain close working relationships with internal and external contacts as appropriate
- Convert purchase requisitions to purchase orders on our procurement systems subject to compliance checks being passed
- Report on PO/ contract compliance issues and provided analysis of POs/ spend
- Provide detailed and accurate information on individual budget areas
- Prepare monthly standard and adhoc purchase orders in a timely manner

- Maintain an up to date list of all purchase orders and invoices
- Support roll-out of new Ariba system and oversee the support and operation throughout the Irish business, including supporting the review and approval of contracts.

The Person:

- Minimum two years administration experience
- Experience of Microsoft Office Suite and Oracle or other similar financial software
- Ability to cope with deadlines
- Flexibility to adapt to changing and new requirements
- Experience of working in a customer support environment

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Virgin Media is an equal opportunities employer. Having a diverse workforce is critical to the success of our business.