

**Job Title** Procurement Administrator  
**Reporting To** Procurement Manager  
**Location** Marcon Head Office, Antrim

## Job Summary

20 to 25 hours per week – Permanent

Founded in 2004, Marcon Fit Out have grown to become a leading fit out company operating through the UK and Ireland.

Marcon have delivered the fit out too many award-winning buildings across the retail, hospitality and museum and heritage sectors. They have an outstanding reputation for quality of service and have been the contractor of choice for many high-profile projects and Clients.

Marcon are looking for a talented and driven individual to join our expanding team. The role will entail supporting our procurement department in a range of activities as we continue to provide a high standard fit-out service for our clients.

## Responsibilities and Duties:

- Processing joinery workshop purchase orders and general procurement orders
- Processing goods received notes for workshop and sites
- Compiling and circulating weekly reports as follows: Outstanding orders report; Plant allocation reports (and subsequent plant allocations); Registered invoice report; Invoices without purchase orders
- Archiving of invoices and general filing as dictated by workload.

## Skills and Experience

### Essential Criteria

- Excellent literacy and numeracy skills
- Good experience and confidence with IT systems, particularly Excel
- Able to manage own workload
- Ability to work under pressure
- Strong communicator, with the ability to interact with different teams across the business.
- Excellent organisational skills
- Excellent attention to detail and strong application to perform tasks accurately to a high standard.

### Desirable/ Preferred Criteria

- Experience of using financial/ERP systems such as Sage/COINS
- Previous experience in procurement role/ department

## Salary and Benefits

- Competitive Salary



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- Competitive Pension scheme
  - Enrolment on Private Medical insurance after completing one year of employment.
  - Additional days holidays pending length of service, up to a maximum of 5 additional days.
  - Team Building and Health and Wellbeing Activities
  - Training and development opportunities
  - Free Parking

If you are interested in applying for this position, please complete send your CV to [humanresources@marconfitout.com](mailto:humanresources@marconfitout.com)

Marcon are an Equal Opportunities Employer.