

Job description

Role title	CMS Operations Support
Reporting to	CMS Head of Procurement and Infrastructure
Role Duration	Permanent

Purpose of the role

Responsibilities
<ul style="list-style-type: none"> • Assist Consumables Managed Service managers by providing timely financial and operational query management responses and transaction data as required • Constantly review Consumables Managed Services transaction data to identify incomplete transactions and errors • Proactively work with Consumables Managed Services managers to identify and rectify order and delivery queries • Proactively work with Accounts Payable to identify and rectify invoice and pricing queries • Proactively work with Suppliers to investigate queries and obtain required delivery note/invoice documentation • Support development of reports and liaison with the software solution provider. • Assist in configuration control of the software solution including administration of change requests. • Update and maintain product catalogues • Assist the team on a day-to-day running of all admin duties.

Resources/decision making authority
<ul style="list-style-type: none"> • Ensure all PO's are actively expedited on a daily basis • Ensure all PO's are receipted correctly and all queries are investigated and resolved • Ensure all price and invoice queries are escalated appropriately • Ensure the CMS mailbox is maintained and queries managed appropriately.

Key accountabilities
<ul style="list-style-type: none"> • Responsible for providing timely administrative duties in support of Consumables Managed Services operations, procurement and accounts payable • Performance of any other work-related duties as assigned by Consumables Managed Services Project • Assist with configuration control and change requests to the inventory management software solution.

Performance indicators
<ul style="list-style-type: none"> • 100% rectification of Consumables Managed Services transaction queries within the Reporting Period • Complete and up to date log of all Consumables Managed Services transaction queries with mitigation and action plan

Capability profile

Qualifications	Essential	Desirable
Project Management		*
Junior AP Clerk/Buyer/Admin Assistant		*
Information system development		*
Experience and Skills	Essential	Desirable
Knowledge of Supply Chain & Procurement and Accounts Payable office work, book keeping, systems, methods and procedures	*	
Trouble shooting to rectify challenges	*	
Can quickly build up a positive rapport with fellow work colleagues and suppliers	*	
Make quick and accurate decisions	*	
Understanding of electronic order processing / electronic data interchange (EDI)		*
Proficient in MS Apps (Excel, Word)	*	

Languages	Essential	Desirable
English	*	

Mobility requirements

Role location	Theale
UK travel	None
International travel	No

Other

DBS - Disclosure & Barring Service disclosure (formally Criminal Records Bureau disclosure)

A DBS Enhanced Disclosure is required for all applicants.

The successful applicant must agree to an Enhanced Disclosure under the Disclosure Barring Service Records Bureau procedures. Employment will be offered to the successful applicant subject to a satisfactory Disclosure report.

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