

## Procurement Payment Assistant

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Company: The University of Edinburgh

Location: United Kingdom

Category: office-and-administrative-support

## Procurement Payment Assistant

**CSG/Finance**

**Grade UE04 £24,533 - £27,181 per annum**

**Full time: 35 hours per week**

**Open ended: permanent**

### **The Opportunity:**

We are looking for Procurement Payment Assistant to join our Procurement Operations Estates and Facilities team. The post-holder will join a forward-thinking, ambitious and supportive team.

The Procurement Payment Assistant will:

Place orders with external suppliers in accordance with the University Procurement Card procedure and review and maintain records of transactions in the Card provider's online system; deal with queries from University staff or external suppliers relating to orders; investigate and help to resolve invoice queries across the University by reviewing reports and liaising with relevant staff and suppliers to ensure prompt payment to suppliers; contribute to improvements in processes, training and reporting for Procurement Cards and invoice query management, identifying trends and root causes to common problems and provide suggestions for improvement.

### **Your skills and attributes for success:**

have experience of working in a relevant administrative role with experience of working in a Procurement/Finance/Administration environment

have good attention to detail, good numerical, written and verbal communication skills, a good

working knowledge of Microsoft Excel and Word and knowledge of an electronic purchase order system

be passionate about delivering excellent customer service and possess excellent interpersonal and organisational skills with the ability to deal confidently with customers and suppliers

demonstrate an enthusiastic and flexible attitude, have proven ability to be a team player and thrive in a time sensitive, high volume environment with the ability to multi-task and meet deadlines.

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