



Role: SAP & Procurement Technician/Purchasing Administrator

Required by: ASAP

Location: London

Duration: Permanent following 6-month probationary period or extension thereof

Salary: Competitive

Purchasing Administrator Position

Glan Agua is an award-winning and innovative contractor providing project solutions for the water and wastewater industry including design, construction, commissioning, operation and maintenance. The company has continued on its growth strategy within the UK Water Sector and now boasts projects and long-term framework agreements with key Water Companies including Yorkshire Water, Affinity Water and Thames Water. It is an exciting time to join Glan Agua as we continue on our growth strategy within the UK as we continue to develop and deliver projects through our UK Frameworks.

At Glan Agua, we believe that people are the core of the business. We know that to build successful creative teams we need a diverse workforce that can deliver new innovative ways of thinking. We provide an environment where you will have the freedom to develop and grow to your full potential.

Glan Agua are seeking an experienced SAP and Procurement Technician to join our growing water and wastewater business in the UK.

Responsibilities

- General purchasing of goods, plants and services and hiring of general machinery;
- Uploading all transactions to SAP system;
- Place orders with assigned suppliers at regular intervals;
- Improve and maintain the company's procurement systems & databases;
- Filtering information from the system in order to tailor reports and tables;
- Following the company SOPs and recommendations of the management;
- Reporting to the manager whenever required;
- Liaising with suppliers;

Requirements

- Graduate level 'Buyer', IIPMM Qualification;
- Minimum 1 year professional experience in purchasing role;
- Excellent knowledge of SAP transactions such as ME51N/52N/53N, ME21N/22N/23N, ZME9F_2, ZAPRD, ZCAPRV, MIGO, FBL1N (as a minimum);
- Proficiency in MS Office (mainly Excel);
- Exceptional organizational and administrative skills;
- Understanding of contractual legal terms and conditions;
- Ability to handle several ongoing projects and to work under pressure;
- Good English communication skills (verbal and written).