



Procurement Administrator Belgrade

Hyperoptic is the largest 1 Gig residential broadband provider in the UK. Over the past 5 years we've grown from a small team of people with a simple idea, to a larger group of people executing the idea with a simple focus – efficiently bringing 1 Gig broadband to urban areas across the UK.

As we continue to evolve our strategy we are looking for people who believe in responsibility, intelligence, zeal, and excellence. If you're looking for an exciting challenge that is rewarding and enjoyable then read on....

The mission

Hyperoptic is more than just an internet service provider; it also installs its own fibre infrastructure into multi-occupancy buildings, bringing the UK's fastest internet speeds to users. Your mission will be to provide efficient and friendly first-line of contact and support to the employees and suppliers and to ensure that procurement processes running smoothly.

Reporting Line

Reporting to the Field Operations Procurement Team Leader.

Responsibilities and duties will include:

- Monitor and process stock request from our Warehouse team to ensure continual stock availability
- Prioritise working demands to ensure minimal waiting times to our field-based engineering teams
- Ensure all relevant purchase orders are generated and entered into ERP system immediately
- Complete goods received when presented documentation from the warehouse team
- Generate material cost reports at end of installation projects
- Manage the procurement inbox and ensure all urgent queries are responded to within required time limits
- Act as a first point of contact for all employee queries
- Liaise with our field – based team to ensure required material orders are processed swiftly
- Liaise with accounts team to ensure that all necessary information is provided correctly so that payment is processed promptly
- Provide reports on ad-hoc basis using the procurement software on various stock queries / ordering queries

Candidate profile

- College / University Diploma
- Strong experience in administration
- Experience in procurement would be desirable
- Excellent knowledge of Microsoft office packages (especially Excel)
- Experience of ERP software is an advantage, specifically Sage 200
- Excellent communication skills
- Strong English Language and Literature Skills
- Clear and professional telephone manner when speaking to 3rd parties
- Ability to multitask and work in fast pace environment
- Excellent attention to detail

Hyper Standard: RIZE Values

Value	Responsibility	Intelligence	Zeal	Excellence
Principle	Make sure we act on our commitments	Use your brain at every opportunity	Demonstrate passionate determination	Quality separates us from the competition
Behaviour	Take ownership until what we've said will happen to customers, stakeholders or colleagues actually happens	Overcome challenges, ask questions & consider alternatives.	Go above and beyond to make things happen	Double check work & don't make the same mistake twice

The role will be based in Belgrade. The successful candidate will be offered a monthly salary and participation in a company incentive scheme.

If this role is of interest and you believe you've got what it takes to be a part of a fast-paced and energetic business, we'd love to hear from you. Please send your CV: iva.miljic@jakalounge.com