



PROCUREMENT ADMINISTRATOR. BISHOPS STORTFORD, UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND (THE)

Ascend Airways | Procurement Administrator

Bishops Stortford UK - Full Time

£25,000

UK AOC holder Ascend Airways are operating a fleet of Boeing 737 aircraft (NG and MAX) in the ACMI market, opening its first operational base at London Gatwick in early 2024. The company is part of Avia Solutions Group, the world's largest ACMI (Aircraft, Crew, Maintenance, and Insurance) provider, operating a fleet of 221 aircraft on 6 continents.

The group also provides a range of aviation services: MRO (Maintenance, Repair, and Overhaul), pilot and crew training, ground handling, as well as a variety of associated aviation services. Supported by 14,000 highly skilled aviation professionals, the group is a parent company to over 250+ subsidiaries.

The role of Procurement Admin is responsible for providing Procurement admin support to the Procurement and Supply Chain team. This will include but not be limited to, supplier creation within Business Central and MRO PRO. Performing KYC checks on existing and new Suppliers and Customers. Processing Supplier quotes and raising Purchase Orders for the relevant departments. Ensuring all Supplier and Customer agreements are registered in the business document management software and available for the departmental SMEs. Scheduling Key Suppliers quarterly review meetings and obtaining Suppliers KPI and SLA data and raising any failures and discrepancies with the Head of Procurement.

Responsibilities:

- Onboard all Suppliers and Customers onto Ascend Airways ERP systems. Always maintaining data accuracy.
- Perform KYC checks on existing and new Suppliers and Customers
- Ensure the KYC database is updated IAW Group policies
- Raise Purchase Orders as needed in support of Ground Operations, IT, Flight Operations, Cabin Crew and Facilities.
- Working closely with accounts to ensure invoices are processed in line with business requirements and NET terms.
- Work with Key Suppliers to ensure contractual KPIs and SLAs are reported and obtained.
- Ensuring quality is adhered to following regulatory requirements, and report via established processes any breaches of quality standards to ensure quality is maintained.
- An awareness of lean processes to identify and implement or improve costs and time-saving initiatives.

The Successful Candidate will have the following experiences and attributes:

- Purchasing; 1 years + experience required preferably in aviation environment.
- Knowledge of Supplier onboarding process and KYC checks
- Proactive and able to work independently on tasks to completion.
- Excellent team ethics and communication skills at all levels, and able to use all forms of communication affectively.
- Good computer literacy, with experience of Microsoft Word, Excel, Outlook, Teams, and SharePoint.
- Experience with Business Central or ERP systems

Ascend Airways offer an inclusive and attractive working environment and is an organisation that actively supports opportunity, progression, and long-term career development.

If you are interested in this position or would like to hear more, we encourage you to apply or reach out to recruitment@ascendairways.aero

Salary comment: 25000 € per year

Ascend Airways is a UK-based ACMI and charter airline offering the quietest, most fuel-efficient aircraft to enable customers to fulfil their capacity requirement and meet environmental objectives.