



## Position Description – Procurement & Provisioning Analyst

### About Byte

Byte is an award-winning IT service organisation that provides 'as a service' solutions that empower Professional Services. Byte partners with world-class technology partners to ensure you get the best advice, every time.

Byte's core purpose is to 'Build teams that deliver the extraordinary'. This purpose is achieved through operating from five key values, these values are intertwined in everything we do both internally and externally.

Core values:

**Evolve** – Ability to improve, re-invest yourself, encourage growth and individual ability and creativity

**Invested** - Empathise to customer needs, solve issues systematically challenge and balance company values

**Spirited** – Creates energy, takes joy in the task that is infectious, can-do, happy to help, no-ego, enthusiastic

**Strong Resolve** – Courageous, nothing is too hard, get things done

**Selfless** – pass on knowledge to others willingly

Our success is directly attributable to our talent for attracting, selecting and enabling the highest calibre of employees. We value our people and invest heavily in ensuring they stay at the bleeding edge of their game. Our excellent consultants have extensive expertise across various technologies and our management team has over 25 years' experience in the realm of IT consulting and management.

### About the Role

This role is well-suited to a motivated individual with can do attitude and willingness to learn technical concepts with good commercial judgement whom would like to pursue a successful career in the telecommunication industry.

This role is to ensure that Byte's supply requirements are executed by sourcing and maintaining supplier relationships and managing cost effectively. By working within agreed established processes and by providing the Customer, Vendor and Byte internal teams with support across the quotation and procurement process. The individual should possess and execute with autonomy while keeping the key stakeholders in the loop but driving the outcome themselves.

The position also involves the following:

- Maintain Byte customers' asset listing
- Process purchase requisitions for items per internal approved requirements and/or customers' approved requirements
- Follow up of purchase order meeting delivery requirements
- Prepare and maintain purchasing records reports and pricelists
- Liaise with internal and external stakeholders to determine procurement needs and delivery requirements.
- Eagerness to learn about networking
- Ambition in pursuing a career in telecommunication and procurement industry
- Reconcile procured items' sold against invoiced
- Verify technical accuracy and completeness of all proposed Scopes of Work, Quotations, Tender responses and Byte proposals prior to issue



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- Basic knowledge of telecommunication systems and be able to utilise multiple vendor tools
- Provisioning of carrier services through major telecommunication providers
- Work closely with subject matter experts
- Take ownership for the outcome of the assigned work, work on time and meet agreed delivery timeframe
- Customer stakeholder management
- Co-ordination with service provider and customer contacts as part of ordering and provisioning process
- Take direction and perform moderately complex processes as described in the provisioning documentation

### Key Accountabilities

- Accurate quotes and costings
- Ordering placement and tracking (Within 1 business day of request)
- On time quotations (Within 2 business days of request)
- Process Improvement (Minimum 3 per quarter)

### Key Result Area

- Manage to margin
- End to End ownership

### Skills

- Can-do attitude and ability to carry out a task to completion.
- Effective analytical, problem solving and decision making
- Strong communication skills written and verbal
- Ability to prioritise tasks and manage workload
- Excellent Stakeholder management
- Maintain co-operative working relationships with colleagues and management
- Negotiating skills
- Ability to understand network related concepts
- Ability to run complex Excel Sheets for pricing and Build of Materials creation
- Ability to drive an outcome and follow up on dependencies

### Required Qualifications

- Tertiary qualification in information technology

### Experience

#### Mandatory

- **Technical background with proven track record and reliability.**
- **Demonstration of experience working under pressure**

#### Desirable

- Network Infrastructure experience is preferred (i.e. CCNA)
- Experience working with multiple Vendors and distributors
- Experience using Telstra portal and Telstra formatted documents is deemed beneficial