



TEAM ADMINISTRATOR

£17,072 - £17,772 (Grade D, SCP15-17)

PERMANENT ROLE (1FTE)

Established in 1976, the North East Procurement Organisation ('NEPO') undertakes high-value procurement in major strategic areas of spend (such as construction, energy, and professional services) on behalf of North East local authorities and a range of associate members.

The North East local authorities represented by NEPO are:

Darlington Borough Council
Durham County Council
Gateshead Council
Hartlepool Borough Council
Middlesbrough Council
Newcastle City Council

North Tyneside Council
Redcar & Cleveland Borough Council
South Tyneside Council
Stockton-on-Tees Borough Council
Sunderland City Council

The post holder will join a dynamic team working out of the Guildhall on Newcastle Quayside.

The post holder will provide diverse administration to support the delivery of Collaborative Procurement, through the NEPO and provide executive support to NEPO Senior Management Team, and the wider team as appropriate. However, the post holder must work flexibly across the NEPO team.

For an informal discussion about the post, please contact Claire Harrison, Regional Category Specialist at NEPO on 07585986231 or claire.harrison@nepo.org. **No recruitment agencies please.**

For further information about NEPO and its work, please visit our website at www.nepo.org.

The closing date for applications is 7th March 2018.

Interviews will be held on **13th March 2018**.

