



Executive Assistant

£25,480 to £27,040 (Band 6, SCP 19-22)

Full Time (37 hours per week)

Permanent

Join our Team

NEPO undertakes high-value procurement in major strategic areas of spend in partnership with North East local authorities (known as our Member Authorities) and a range of nationwide Associate Members.

Our vision is to achieve benefits through collaborative procurement. This means that we are focussed on delivering positive outcomes for our Member Authorities, regional supply base and over 600 Associate Members from the wider public sector. In addition to delivering a collaborative procurement work programme of almost £300m, NEPO is responsible for the NEPO Portal and the NEPO Business Club programme of support for our suppliers.

You can find out more about NEPO and its work at www.nepo.org.

The Role

This is an exciting opportunity to join our friendly team as Executive Assistant. The postholder will provide comprehensive support to the Managing Director and the Procurement & Commercial Director acting as the key contact in managing and prioritising effectively the day to day business needs.

We are seeking a candidate who can work under pressure and to tight deadlines in an ever-changing environment. The ability to demonstrate high professional standards whilst maintaining confidentiality are essential pre-requisites for this role. The successful candidate will use their experience of working in a similar executive support role.

The role requires a team player with good interpersonal skills, who proactively strives to fulfil their responsibilities to the highest standard.

View the job profile for full details of the role.

Key Benefits

NEPO is a forward-thinking organisation that supports personal development and provides a unique opportunity to work collaboratively across the North East public sector.

Many of our staff work flexibly in many different ways, including part-time. Please talk to us at interview about the flexibility you need. We can't promise to give you exactly what you want, but we do promise not to judge you for asking.

NEPO employees also benefit from:

- Flexible working
- Access to technology that enables agile working
- Continuing professional development, including training opportunities
- Annual leave ranging from 25 to 30 days (depending on length of service), plus public holidays
- Eligibility to join the Local Government Pension Scheme
- Salary Sacrifice Schemes

Important dates

The deadline for applications is **Sunday 1st November 2020 at 23:00**
Interviews will be held across **Tuesday 10th November 2020** and/or **Wednesday 11th November 2020**.

Interviews will be held via Microsoft Teams.

Interview Panel: Steven Sinclair, Procurement & Commercial Director and Nicola Shelly, Managing Director.

Apply

Applications will **only** be accepted via <https://www.northeastjobs.org.uk>. For an informal discussion about the post, please contact Steven Sinclair, Procurement & Commercial Director via steven.sinclair@nepo.org or 07917263533. Previous applicants need not apply.

No recruitment agencies, please.

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

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