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| **Job Title: Procurement Officer****Purpose:** To support the provision of a professional, efficient and timely procurement service across the organisation.  |

**Person Specification**

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| Working towards CIPS Qualification in the appropriate area, or equivalent experience | E |
| Experience in a procurement environment  | E |
| Excellent written and verbal communication skills | E |
| Experience of working as part of a team | E |
| Experience of taking initiative and managing own work  | E |
| Proficient in the use of Microsoft Office with strong IT skills  | E |
| Goal-oriented, organised team player | E |
| Excellent attention to detail and the ability to work to tight deadlines | E |
| Good written and communication skills | E |
| Methodical and organised work approach | E |
| Ability to negotiate, establish, and administer contracts | D |
| Interest in a commercial environment | D |
| Experience in a public sector organisation or an awareness of public sector procurement processes. | D |
| Experience in stakeholder management and negotiation skills | D |