

## PROCUREMENT ASSISTANT

**Full Time (37 Hours per week)  
Permanent**

<b>JOB TITLE:</b>	Procurement Assistant
<b>GRADE:</b>	£20,092 to £21,322 (Band 2, SCP7-10)
<b>BASE:</b>	Guildhall, Quayside, Newcastle upon Tyne, NE1 3AF (subject to relocation within Tyne & Wear)
<b>MANAGED BY:</b>	Procurement Manager or Procurement Specialist

**COVID-19 update:** Please note that NEPO is currently following the Government's advice on enabling staff to work from home if it is safe and practical to do so. Therefore, this role will be delivered remotely in an agile way until NEPO makes any changes to these working arrangements at which point we will return to our base.

### JOIN OUR TEAM

We are seeking a Procurement Assistant to join the NEPO team.

Currently working from home, with future plans to relocate into office space in Tyne & Wear, we are a friendly team of thirty people who work together to create a welcoming and supportive culture.

Established in 1976, NEPO undertakes high-value procurement in major strategic areas of spend in partnership with North East local authorities (known as our Member Authorities) and over 700 Associate Members from the wider public sector.

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 the wider public sector. In addition to delivering a collaborative procurement work programme of £210m, we also ensure our stakeholders have the systems, skills and support needed throughout the procurement journey.

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

NEPO employees 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
- ✓ Childcare vouchers

You can read more about the staff benefits we offer in our [handy guide](#).

## THE ROLE

As Procurement Assistant you will provide general administrative and clerical support to the NEPO team to facilitate the day to day running of the organisation.

You will undertake a variety of tasks including:

- Diary management
- Supporting our events programme including event registrations and room set-up
- Meeting support including minute-taking
- Dealing with enquiries from a range of stakeholders
- Supporting the procurement team with administrative tasks such as monitoring bid responses, issuing correspondence and price benchmarking.

We are looking for someone with a professional approach and effective communication skills. You must be able to use the full suite of Microsoft Office, and have the skills to produce accurate, high quality work with a good standard of literacy and numeracy.

The **attached Job Profile** provides further information on what the role entails and includes a personal specification.

## **IMPORTANT DATES**

The deadline for applications is **12.00 (Noon) on Wednesday 14 July 2021.**

Interviews will be held on **Wednesday 21 July and Thursday 22 July 2021.**

## **HOW TO APPLY**

Applications will only be accepted via the [North East Jobs website](#).

For an informal discussion about the post, please contact Steven Sinclair, Procurement & Commercial Director on 07917 263 533.

**No recruitment agencies please.**

For further information about NEPO and its work, please visit our website at [www.nepo.org](http://www.nepo.org).