



North East Procurement Organisation
Guildhall
Quayside
Newcastle upon Tyne
NE1 3AF

19th January 2022

Dear Applicant,

Procurement Coordinator

Working in procurement is a fantastic career choice.

This role incorporates a wide pay band in recognition of the range of skill levels we are able to recruit at – from junior entry-level through to high-performing individuals who will be the managers of the future.

Generally speaking, procurement is responsible for both optimising costs and delivering savings. Careers in procurement benefit from early exposure to senior-level stakeholders and as procurement is very much a sector in which doors are there to be opened, personal performance is rewarded through career progression.

Procurement can also offer a wide variety of different projects and skillsets. Some may require a focus on analytics and delivering rapid cost savings, others may call for a more hands-on approach. Examples range from benchmarking to designing more effective supply chains.

The sheer variety of service areas that procurement interacts with also makes it appealing for anyone looking for new challenges. Procurement is predominantly outwards focused; at NEPO you collaborate with individuals from various service areas both within and outside of our region, gaining a wealth of cross-departmental, even cross-industry experience.

The people who prosper in procurement generally have strong interpersonal and analytical skills and can communicate their ideas through a wide range of formats to a variety of stakeholders.

Procurement represents a fantastic choice for individuals looking for a varied and exciting role with great career prospects. This is one of the few sectors where new employees are given the opportunity to prove their worth and take charge of their own projects, from start to finish. The current economic climate has seen an increasing number of organisations turn to their procurement teams to deliver growth and generate income.

Now is the time to consider a role in procurement!

Yours sincerely

A handwritten signature in blue ink, appearing to read "Steven Sinclair". The signature is fluid and cursive, with a long horizontal stroke at the end.

Steven Sinclair
Procurement & Commercial Director