**Why Nexus?**

Metro and the wider public transport network is the life blood of North East England. Nexus and the people who work for us are the heart of that network, keeping millions of customers on the move. We make sure our customers are at the heart of everything we do and we employ c.1000 employees to ensure they all have a great experience, no matter where their final destination.

**The role**

Nexus is seeking to appoint an enthusiastic Procurement Officer to facilitate and support the procurement service of goods, works and across a wide and varied portfolio of spend. The successful candidate will work as a member of a six-strong Procurement Team.

You will liaise with internal client departments, external tenderer organisations and internal support teams in connection with Nexus’ corporate procurement activities.

You may be seeking a new challenge in the transport sector or perhaps wanting to work more flexibly for a diverse and forward-thinking employer.

**The person**

Ideally the person will have previous experience of working in a junior or Procurement Officer role in either a public or private sector setting.

Excellent written and communication skills are essential for the role as well as strong IT skills and experience of Microsoft Office. The successful candidate will also have the ability to use their own initiative whilst managing their own workload to achieve set goals and deadlines.

More information can be found in the job description and person specification.

* be employed within the Council or a local business we work with
* earn a wage not less than the minimum wage for an apprentice / my age
* follow a structured training programme
* receive both on and off the job training
* develop their skills to ensure they can do the job well

As an apprentice, you’ll undertake your programme during your normal work time. Your employer will be expected to release you to study at least one day a week in our training centre as part of your paid time at work.  
  
Although the programme can be demanding, it is also extremely rewarding and career progression for apprentices is excellent. Over 90% of our  apprentices move into a higher apprenticeship or full employment on completion.

**What can Nexus offer you?**

* Salary Band 3 - £21,085 – £31,630 pa depending on experience.
* 27 days annual leave, plus bank holidays
* 36 hours per week and the opportunity to work on a flexi basis, within the demands of business need
* A suite of work life balance policies, including Homeworking Policy
* You will be automatically enrolled into the Local Government Pension Scheme (LGPS)
* Free travel within Tyne and Wear on Metro, Buses and the Shields Ferry
* Access to an Employee Assistance Programme and a healthcare scheme for you and your family

**How to apply**

To apply for this vacancy, please visit [North East Jobs](https://www.northeastjobs.org.uk).

Closing date for application is 27 May 2022.

If offered a position with Nexus, we will provide a conditional offer subject to passing a satisfactory medical assessment by a Nexus specified Medical Officer, satisfactory references and evidence of relevant qualifications

**Other information**

Nexus is doing everything it can to review and respond to how we approach our selection and induction processes during the Covid-19 pandemic.

At Nexus, the safety of our employees is the first thing we consider every day and we are being as flexible as we can to make the recruitment process as safe and as smooth as possible.

The spread of Coronavirus presents new challenges in making sure our workforce is protected, while we continue to provide safe public transport for our passengers.

We follow closely the advice from Public Health England and update our risk assessments regularly in line with the evolving detailed Government guidance to keep our employees safe.

Nexus work within a suite of policies, which will be available to you when successful in a position.

**Come and be part of our story**



Graphical user interface

Description automatically generated with medium confidence