

Open Customer Services Coordinator

£23,023 - £24,432

Full Time (37 hours per week)

Fixed Term – 23 months from appointment

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.

We are focussed on delivering positive outcomes for our Member Authorities, regional supply base and over 800 Associate Members from the wider public sector. In addition to delivering a collaborative procurement work programme of £700M, NEPO is responsible for the NEPO Portal and the NEPO Business Club programme of support for our suppliers.

We are a forward-thinking organisation that supports personal development and provides a unique opportunity to work collaboratively across the North East public sector. We have produced [a guide to the employee benefits on offer at NEPO](#) to give you a flavour of the welcoming and supportive culture we champion.

This is your opportunity to join a small, vibrant organisation, and be part of a friendly team that works closely with local authority colleagues across the region to deliver a diverse programme of work.

NEPO employees benefit from:

- Flexible working
- Access to technology that enables agile working
- Continuing professional development, including training opportunities



- ## The role

Designed to optimise the way we do business in the public sector, Open is a one-stop-shop eProcurement solution with aspirations to replace all procurement systems and tools used by NEPO and the twelve North East Local Authorities.

The postholder will:

More details on the role to be found in the job description.

More details on Open can be found [here](#).

Important dates

The deadline for applications is Monday 7 November 2022 at 23:00.

Interviews will be held on Tuesday 15 November 2022.



Apply

Applications will only be accepted via <https://www.northeastjobs.org.uk/>

For an informal discussion about the post, please contact:

w/c 24th October – Faustina Tolosa, Intelligence and Performance Specialist on 07917 246020 or faustina.tolosa@nepo.org

w/c 31st October – Joanne Emery, Intelligence and Performance Specialist on 07748 617864 or joanne.emery@nepo.org

No recruitment agencies please.

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

