

Procurement Coordinator

£29,777- £39,186

Full Time (37 hours per week)

Permanent Role

Please note that, while we have advertised this role as full time, we are open to alternative working patterns including part time and term-time

Join our team

- Are you looking for a career where you will be supported in your professional development?
- Do you have strong interpersonal and analytical skills?
- Can you communicate your ideas to a variety of stakeholders?
- Is career progression important to you?

Come and join NEPO as a Procurement Coordinator!

We are looking for **two** Procurement Coordinators to help us deliver positive outcomes for our public sector members and wider stakeholders.

What you will be doing

Working on a hybrid basis from NEPO's HQ at the Northern Design Centre in Gateshead, your role will entail:

- Assisting and delivering procurement activity for major spend categories for the public sector in the North East region and nationally.
- Working independently, flexibly and innovatively, supporting Procurement Specialists/Leads with the delivery of the Collaborative Procurement Work Programme.

Key Skills/Qualifications

This role has a wide pay band (£29,777 - £39,186) because we are willing to appoint at both junior entry level, through to experienced professionals.

You may be taking your first step on the career ladder, looking for a career change or seeking your next challenge as a procurement professional. Check out the list below to get an idea of the skills, experience and personal qualities that we are looking for. The attached **Job Profile** provides more information.

We are looking for someone with:

- A researched or practical understanding of public sector procurement
- 6 GCSEs at Grade 4-9 or equivalent, including Maths and English
- Willingness to work towards MCIPS status (or currently working towards MCIPS status or MCIPS qualified)
- Experience of meeting diverse customer requirements
- Good communication skills, including writing reports and delivering presentations
- Ability to build a professional network
- Capable of working under pressure whilst managing deadlines
- Experience of using a variety of IT tools and systems

About NEPO

NEPO undertakes high-value procurement in major strategic areas of spend in partnership with North East local authorities and a range of nationwide Associate Members.

We are focussed on delivering positive outcomes for our Member Authorities, regional supply base and over 900 Associate Members from the wider public sector. In addition to delivering a collaborative procurement work programme of £850M, NEPO is responsible for the Open e-procurement platform, and the NEPO Supplier Partnership Programme of support for suppliers.

We are a forward-thinking organisation that supports personal and professional 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.

NEPO will support your professional development, and for procurement colleagues this includes funding CIPS qualifications. Check out our [Professional Development at NEPO guide](#) which sets out your development journey at NEPO.

NEPO employees benefit from:

- Flexible working
- Access to technology that enables agile working
- Continuing professional development, including training opportunities
- Annual leave ranging from 26 to 32 days (depending on length of service), plus public holidays
- Eligibility to join the Local Government Pension Scheme
- Hybrid working model with an HQ in Gateshead's Baltic Quarter
- Salary sacrifice schemes including car and bike schemes

Important dates

- The deadline for applications is **Sunday 12 May 2024** at 11pm.
- Interviews will be held on Monday 20 May 2024.

How to apply

Applications will only be accepted via www.northeastjobs.org.uk

For an informal discussion about the role, please contact Carl Telford (carl.telford@nepo.org) or Jane Tuner (jane.tuner@nepo.org)

For further information about NEPO, please visit our website at www.nepo.org or check out our [LinkedIn](#) page. **No recruitment agencies please.**