

## Procurement Assistant

**Full Time:** 2 positions available, immediate start.

**Experience:** 1-2 years post-graduation minimum (not necessarily in procurement)

**Location:** Nottingham and remote working

**Salary:** £20-25k dependant on experience

Exciting opportunities have arisen to join our Procurement Team, **supporting professional services (that's consultancy, accountancy and other types of advisor) procurement activity** in the public and private sectors through our innovative MSP Neutral Vendor Service.

We are looking for someone driven who **enjoys working in a dynamic environment** and is looking for more than “just another Procurement job”.

Reporting to the Head of Operational Procurement, you will be **providing direct support to our clients** with their sourcing requirements, **managing the end-to-end procurement process** using our purpose-built source-to-pay platform.

### Our Ideal Candidate

We're looking for a **self-starter who can take ownership of their work**, with a passion to learn and develop as our business grows. Our ideal candidate has **excellent communication skills** (both verbal and written) and is comfortable talking directly to our clients and suppliers. We're searching for reliable individuals who are **fast-learners**, and we're ready to listen to any suggestions or areas of improvement you find to make our service better. You'll have **access to senior management** to support your career – our vision is that these roles have the **potential to develop into more senior positions** for the right people.

### About Constellia

Working at Constellia can be fast paced; we're a diverse, hard-working team united by a drive to help each other in a fun and friendly way, celebrating our success as a team. From day one with us, you'll be a key player in our inclusive and supportive fast-growing SME.

We are experts in professional services spend management. Established in 2007, we manage and influence spend in over 150 organisations across the UK public and private sectors. Our MSP was established in 2012 as an alternative to traditional procurement frameworks or long-winded procurement activity. We also operate the Consultancy Procurement Council (“The CPC”) which is global network of professional services category experts from over 100 of the world's largest organisations influencing over £5billion of spend

### Responsibilities

- Provide support to our clients with their procurement sourcing requirements
- Managing the end-to-end procurement process
- Researching and identifying service providers that will be able to deliver excellent service to our clients
- Be a key contact to our clients and service providers
- Respond to system and support queries
- Reviewing new service provider onboarding requests
- Conducting spend analysis
- Filing documents in SharePoint
- Monitor and maintain inboxes.

- Organising meetings with clients and service providers
- General office administration support

**Essential Experience/Abilities**

- Graduate qualification
- 1-2 years post-graduation experience of working in an office environment
- Basic understanding of what Procurement does
- Showcase good analytical and evaluative skills in tasks
- Strong written and oral communication skills
- Ability to multitask
- Great interpersonal skills
- Ability to demonstrate attention to detail
- Ability to demonstrate how you prioritise and manage your workload effectively
- Good working knowledge of Microsoft office (excel, powerpoint)

**Desirable Experience**

- Advantageous to have experience in a corporate environment
- A proven track record within a customer service role
- Experience of using P2P/Procurement Software
- Experience of working in a Procurement role within either the public or private sector

**How to Apply**

Submit your CV to: [careers@constellia.com](mailto:careers@constellia.com)