

Procurement Specialist

Full Time: 1 position available, immediate start.

Experience: 2-4 years post-graduation minimum (not necessarily in procurement)

Location: Nottingham but must be able to travel to client site as required

Salary: £30-45k 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.

What we are looking for

We're looking for a **commercially minded, customer focused, ambitious procurement professional who can act as an extension of our clients' procurement function**. You will be able to run quick competitive processes, act as dedicated client point of contact and work with internal colleagues in a fast-paced environment

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, on site if required
- Train and support key client stakeholders in developing fit for purpose Statements of Work and ensuring successful project delivery
- Conducting spend analysis and present MI to clients as part of a service review process

Essential Experience/Abilities

- Graduate qualification and /or CIPS
- 2 years plus procurement experience ideally some of which will be professional services
- 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

Desirable Experience

- Customer facing, stakeholder management experience
- Experience of using P2P/Procurement Software
- Power BI or similar

How to Apply

Submit your CV to: careers@constellia.com