

Assistant Procurement Specialist (FLEX-APS-0424-03)

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Company: Scotland Excel

Location: Paisley

Category: office-and-administrative-support

About the Role

Scotland Excel is continuing to experience a growing demand for our expertise as a centre of excellence for public sector procurement from local authorities across Scotland and other organisations in the public domain. To meet the demands of our clients we wish to expand our flexible procurement team.

As a result, we are seeking to recruit an Assistant Procurement Specialist within our Flexible Procurement team on a 24 month Fixed Term basis. Visit the careers page on our website for details of the main duties and responsibilities for this post.

Please find a job description and person specification for this post attached.

In return, you will have the opportunity to progress your career in a leading procurement organisation, with an excellent track record of supporting team members career aspiration, operating across a diverse range of category areas. You will work with like-minded colleagues who get real satisfaction from supporting the delivery of essential public services and bringing social, economic and environmental benefits to our communities.

What we can offer you

As well as a competitive salary, you will have access to all the benefits of working for a public sector organisation including flexible working options such as a 9-day fortnight, hybrid working, a defined benefits pension scheme, generous holiday allowance, a staff benefit scheme and a range of other initiatives which reflect our commitment to creating a positive work-life balance for all our employees.

Full details of the benefits of working at Scotland Excel can be found on our What We

Offer page of our website.

The fixed term post may also be available as a secondment opportunity for existing local government/public sector employees, subject to the agreement of your employer.

How to apply

To be considered for this post we require the following:

a tailored CV (up to 3 pages),

a covering letter explaining how you meet the requirements for this role.

Please also complete our online equality monitoring survey. (Use FLEX-APS--03 for qn.1)

We welcome applications from candidates with disabilities and guarantee an interview to those candidates who meet the essential requirements for the position. If you have a disability and wish to be considered for interview on the above basis, you must make us aware of it in your covering letter.

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Cross References and Citations:

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