

Contract Support Officer

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Company: Nottingham City Council

Location: Leicestershire

Category: other-general

Organisation: Eastern Shires Purchasing Organisation (ESPO)

Work Location: Grove Park, Barnsdale Way, Leicester LE19 1ES (minimum two days in our Leicester office)

Salary: £24,708 - £25,983 per annum (pro rata for part time)

Working Hours: Full Time, 37 hours per week

Contract Type: Permanent

Closing Date: 19th April 2024

Interview Date(s): 1st-3rd May 2024

About the Role

An exciting opportunity has arisen for a professional, enthusiastic, friendly and motivated Contract Support Officer to join our Energy team at ESPO. You will be focused on supporting the team with the administration work involved in processing meters on and off the portfolio. You will have excellent communication and interpersonal skills as well as the ability to provide a high quality of service to customers, suppliers and colleagues. The successful candidate will need to be able to work on their own initiative, be able to multitask, be able to interrogate data sets, be confident in the use of Microsoft Office packages, have good time-management skills and enjoy working as part of a team and on their own. Training will be provided on the processes within ESPO. The essential criteria for the role is listed below.

About You

To apply for this post, you must:

Have excellent administration and organisational skills

Take ownership and resolve inquiries for customers

Can confidently communicate with internal and external stakeholders

GCSEs A-C in English and Maths or equivalent

Experience of working as part of a team

Confident in using Microsoft Office packages, . Excel, Outlook, Word and SharePoint

Energy Industry experience would be an advantage

We'd also expect you to share and will ask you to evidence when you have demonstrated them as part of the interview process.

What we offer:

Hybrid working (minimum two days in our Leicester office)

25 days annual leave plus bank holidays (increasing to 30 days after 5 years' service)

Local Government Pension Scheme with a generous employer contribution

Opportunities for learning development

Great office location next to Fosse Park, with free on-site parking and easy access to M1 and M69

Interested in Flexible Working?

We are keen to support employees to balance their working life with other commitments. Therefore, wherever possible, we will consider working arrangements that suit an individual's personal circumstances whilst still meeting the needs of ESPO. If you would like to discuss the possible flexible working options that might be applicable to this role,

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