

CENTRAL SERVICES - LEGAL & CORPORATE SERVICES

Corporate Procurement Officer

Grade E - H, £16,941 - £28,270 pa, 37 hpw, Full Time, Permanent Ref: CHCP21

You will assist in the arranging of contracts, providing advice and guidance to other officers in the council on all matters relating to procurement and ensuring the overall efficiency and effectiveness for a range of goods and services. You will be expected to attend and facilitate meetings with customers, suppliers and other stake holders to ensure that identified needs are effectively met.

You will have knowledge of contract management, including Procurement and negotiating skills together with applicable UK Law and the EU Procurement Directive. You will have good customer care, communication, written and organisation skills. You must have at least 4 GCSE passes at Grades A - C or equivalent and knowledge of the Microsoft Office suite or equivalent. You must hold or be willing to work towards Corporate Membership of the Chartered Institute of Purchasing and Supply. It is desirable to have experience of e-procurement, the structure and function of local government, best practice in procurement. Access to a vehicle is desirable.

For application forms and further details please visit

www.gateshead.gov.uk, Tel: (0191) 433 3847 or (0191) 433 2244, e-mail: Jobshop@Gateshead.gov.uk or write to Director Corporate Services, Legal and Corporate Services, Civic Centre, Regent Street, Gateshead NE8 1HH. Minicom, Tel: (0191) 478 1978.

Application forms are available in audio, Braille and large print.

Closing date: 12 Noon, 21 November 2008.