

## **Procurement Assistant**

TS.TBC

**Salary £22,221 to £26,276 p.a.**

Scale 5

Subject to Pay & Grading Review

Business Services are seeking to appointment a Procurement Assistant to provide professional procurement and contract expertise to all internal Departments.

You will be instrumental in delivering efficiency savings through projects arising out of the new exciting joint working arrangements that are now emerging across Adur and Worthing Councils. You will be tasked to identify opportunities where savings and efficiencies can be made and you will strive to enhance value for money. The postholder is expected to achieve efficiency savings that will contribute towards the cost of their post.

Using your previous procurement experience you will also assist with European tendering procedures and contract management. This post may suit a procurement professional who is keen to develop their career at an exciting time in the organisation.

Based in Portland House – Worthing, or such other place in the Adur District and Worthing Borough Council Service's as may be required. For an informal discussion please contact Steve Spinner MCIPS, Business Services Manager on 01903 221019 or Bill Williamson, Procurement Officer on 01903 221056

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Adur District council is an equal opportunities employer and encourages applications from people with disabilities, ethnic minorities, people of any religion or belief or sexual orientation and job sharers. Childcare subsidy is payable in appropriate cases.

Application forms and job descriptions are available from Human Resources, Civic Centre, Ham Road, Shoreham-by-Sea, West Sussex, BN43 6PR (tel. 01273 263118 - answerphone) or can be downloaded from the Internet at [www.adur.gov.uk](http://www.adur.gov.uk) No CVs or agency applications accepted.

**Closing date: Thursday 16<sup>th</sup> February 2012**



**ADUR**  
DISTRICT COUNCIL

