**Project Coordinator**- **£28,000 plus benefits** ***Problem Solvers Wanted.***

***We are seeking a bright, energetic person to join our team at Procure Plus.***

Here are Procure Plus, our **‘raison d’etre’** is the Plus, to make a difference, “clichéd” we know.

However, over the last 5 years we have supported over 2500 people into employment with over 90% having had considerable barriers to sustainable employment. Every member of our team helped to deliver these opportunities. In short we are great at the **Procure** to deliver the **Plus**.

As a company we are proud of our culture and with over **95% retention of employees** it’s clear to see why working with us has been described as “people-focused”, “spirited”, “creative”, “passionate”, “proud”, “respectful” and “supportive”.

**Now for the science of what we do**. We are a commercial, not for profit company that specialises in the procurement of goods and services related to the repair and maintenance of a wide range of social housing requirements.

The savings we create through our group procurement processes enable us to make a big difference to the people living in those communities, mainly through jobs and training.

To do this, the commercial focus of the organisation is essential and must be consistently sharp. **That’s where you come in**.

We are looking for **independent thinkers** with strong communication and customer service skills able to provide advice, guidance and proactive project management with colleagues and customers, contractors and suppliers. Internally, our focus is on working collaboratively and building strong relationships. **Flexible and resourceful**, you must be able to prioritise and organise your own workload, demonstrating effective decision making to ensure queries and issues are resolved in an efficient and timely manner. **I’m sure you’re already thinking that’s me!**

Typical daily tasks include everything from assessing tenders to report writing, resolving system use queries to attending external project meetings.

As a business, Procure Plus has used the last 18 months and the disruption of the pandemic to understand the best way to deliver its work whilst maintaining a healthy work-life balance for its employees.

As a result this role will be a combination of office based and working from home, the level of which will be defined during the initial 12 months between the successful applicant and their line manager.

**If you like what you’ve read, then we could be a perfect match.**

We want someone to join our team who supports our values and wants to make a difference. In return we will invest in your development and support you to achieve your full potential and career goals. As well as a competitive salary, we offer additional benefits such as:

* contributory pension scheme
* corporate healthcare plan
* 25 days annual leave (rising to 28 days with 3 years’ and 30 days with 5 years’ service) with the opportunity to buy and sell leave.

This is an exciting time for Procure Plus. We are currently experiencing our strongest growth as we widen our offer and expand our national customer base. If you are looking to work in a collaborative and supportive team and think you can help us deliver the best then we look forward to hearing from you.

Have a look out our [employee survey](file:///C:\Users\liz%20mcnamara\Downloads\Have%20a%20look%20out%20our%20employee%20survey%20to%20find%20out%20why%20Procure%20Plus%20is%20a%20great%20place%20to%20work:%20https:\www.procure-plus.com\staff-feedback-shows-procure-plus-is-a-great-place-to-work\) to find out why Procure Plus is a great place to work

Applications will only be accepted via this link: [Project Coordinator - Procure Plus (recruitee.com)](https://procureplus.recruitee.com/o/project-coordinator-2)

Strictly **NO** recruitment agencies