



# Procurement Assistant

Candidate Pack

May 2026

# About Constellia

Established in 2007, Constellia is a leading procurement solutions provider, managing over £400 million of spend across more than 240 public and private sector organisations.

Through its managed marketplace of more than 4,000 pre-approved suppliers, including micro-SMEs, SMEs and large organisations, Constellia's neutral vendor model creates fair and equal access for suppliers of all sizes. It enables clients to procure goods, works, services and technology across more than 400

subcategories of spend, all through one simple and compliant route to market.

Constellia connects buyers with the right suppliers, enabling them to work together with transparency and efficiency while driving value for money, innovation and measurable social impact. As an employee-owned organisation, we put people at the heart of how procurement solutions are delivered across the Constellia community.



# Job Description

We are looking for someone driven who enjoys working in a dynamic environment and is looking for more than “just another Procurement job”.

## Our Ideal Candidate

We’re looking for a self-starter who can take ownership of their work, with a passion to learn and develop as our business grows. Our ideal candidate has excellent communication skills (both verbal and written) and is comfortable talking directly to our clients and suppliers.

We’re searching for reliable individuals who are fast-learners, and we’re ready to listen to any suggestions or areas of improvement you find to make our service better. You’ll have access to senior management to support your career – our vision is that these roles have the potential to develop into more senior positions for the right people.



# Job Description

<b>Job Title</b>	Procurement Assistant
<b>Salary</b>	Up to £30,000
<b>Start Date</b>	ASAP
<b>Location</b>	North East

## Key Responsibilities

- Provide support to our clients with their procurement sourcing requirements
- Managing the end-to-end procurement process
- Researching and identifying service providers that will be able to deliver excellent service to our clients
- Be a key contact to our clients and service providers
- Respond to system and support queries
- Reviewing new service provider onboarding requests
- Conducting spend analysis
- Filing documents in SharePoint
- Monitor and maintain inboxes.
- Organising meetings with clients and service providers
- General office administration support

## Essential Experience & Skills

- Graduate qualification or CIPS
- 1-2 years post-graduation experience of working in an office environment
- Basic understanding of what Procurement does
- Showcase good analytical and evaluative skills in tasks
- Strong written and oral communication skills
- Ability to multitask
- Great interpersonal skills
- Ability to demonstrate attention to detail
- Ability to demonstrate how you prioritise and manage your workload effectively
- Good working knowledge of Microsoft office (excel, PowerPoint)

# More Information & Benefits

## About Constellia

Established in 2007, we are one of Britain's fastest-growing private companies (Sunday Times 100, 2024 & 2025) and a leading Neutral Vendor Managed Service Provider in the UK.

We manage over £400 million of spend across 200+ public and private sector organisations and are the UK's only Neutral Vendor enabling public sector and utility clients to procure Goods, Works, Services and Technology through a single, compliant route.

Our marketplace includes 3,000+ pre-approved suppliers across 400+ subcategories, giving clients unrivalled choice, speed, and flexibility — while driving efficiencies, social value, and savings.

## Benefits Package

- **BUPA Healthcare plan**, available from day one.
- **NEST pension scheme**, available from day one.
- **Buy Annual Leave Scheme** (post 6 months probationary period)
- **Enhanced maternity & paternity** leave arrangements.
- **Paid volunteer time**
- **Employee Referral Bonus Scheme**
- **3 days a week hybrid mode** (office based employees)
- **Company events**





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# Get in Touch

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