



Procurement Specialist

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

Join a Growing Business with a New Employee-Owned Future

We're excited to offer a fantastic opportunity for a Procurement Specialist to join our expanding Procurement Team at a pivotal moment in our journey. As a newly established Employee Owned Trust (EOT) and one of the UK's fastest-growing private companies, we're building something special – and we're looking for people who want to be part of it.

This role is perfect for someone who thrives in a dynamic environment and is looking for more than “just another procurement job.” You'll play a key role in supporting professional services, consultancy, accountancy, and a wide range of advisory procurement activity across both public and private sectors through our innovative MSP Neutral Vendor Service.

Reporting to the Head of Operational Procurement, you'll work closely with clients to manage their sourcing requirements end-to-end using our purpose-built source-to-pay platform.

What We're Looking For

We want a commercially minded, customer-focused, ambitious procurement professional who can act as a true extension of our clients' procurement teams. You'll be confident running quick competitive processes, building strong relationships, and working collaboratively with internal colleagues in a fast-paced environment.



Job Description

Job Title	Procurement Specialist
Salary	Up to £35,000
Start Date	ASAP
Location	Nottingham

Key Responsibilities

- Support clients with their procurement and sourcing requirements
- Manage the full end-to-end procurement process
- Research and identify high-quality service providers
- Act as a key point of contact for clients and suppliers, including on-site engagement where needed
- Train and support client stakeholders in developing fit-for-purpose Statements of Work
- Ensure successful project delivery and outcomes
- Conduct spend analysis and present MI as part of service reviews

Essential Experience & Skills

- Graduate qualification and/or CIPS
- Proven procurement experience, ideally including professional services
- Strong written and verbal communication skills, with experience engaging senior stakeholders
- Ability to multitask and manage competing priorities
- Excellent interpersonal skills with the ability to collaborate and work with both internal and external stakeholders

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

- **Study support towards MCIPS qualification.**
- **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**





CASTLEFIELD RECRUITMENT



CONSTELLIA

Get in Touch

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