

# Job Specification

## Trainee Procurement Consultant

Greenville are seeking to augment their existing capacity to provide advice and support to clients awarding supplies and services contracts.

This role is suited to an enthusiastic person looking to develop a career in the constantly evolving procurement environment.

Greenville currently work with a wide range of public bodies and utilities on diverse projects including contracts.

### **Purpose of the job:**

To provide a professional and responsive support role for the Consultancy Team.

To report to Head of Consultancy Services.

### **Training:**

Greenville will provide extensive training opportunities for the individual appointed including attendance at Greenville suite of training programmes as well as supporting the individual to undertake the Certificate in Public Procurement operated via the Institute of Public Administration.

### **Key Responsibilities**

To work effectively as part of the consultancy team.

To provide support to the consultancy team on:

- Taking responsibility for specific contract administration
- File management
- Drafting evaluation sheets
- Drafting tender documents

To support clients in the absence of a consultant.

To deal with clients in a courteous manner and provide them with a flexible, proactive and responsive service at all times.

To

To manage multiple contracts / client projects in parallel.

To perform any other related tasks as may be required during the course of executing work assignments for the consultancy team and clients.

**Knowledge and previous experience**

- 3rd level qualification
- Experience in general office administration.
- Competent user of MS Office.

**Essential Skills (majority of them must be present and developed at good level)**

A highly self-motivated individual exhibiting an outgoing, confident and mature style.

Significant levels of energy and enthusiasm are a must.

Excellent communication, literacy, interpersonal and organizational skills.

An individual who values honesty and integrity and works ceaselessly to attain perfection and meet the opportunity presented.

A strong customer service focused individual who considers delivery of a quality service a priority.

Well-organised individual with an effective use of time management and ability to prioritise effectively and be flexible where necessary.

Professional at all times, with the highest work ethic and standards.

**Benefits**

Competitive salary

22 days annual leave

Bonus scheme

Pension scheme

Health insurance scheme contributions

**Please email your CV to [info@greenville.ie](mailto:info@greenville.ie)**