



**Job Title:** Tender & Compliance Officer  
**Salary & Benefits:** £18,000 - £24,000  
**Location:** Basingstoke, RG24

This Tender & Compliance Officer is for a company who offer a unique service to all schools UK-wide. The audit process they provide combines information on cost reduction opportunities, together with advice on improving a school's purchasing practices and ensuring compliance with public sector procurement regulations. Their rapid growth is testament to the value schools place on their services.

The MD is looking for a Tender & Compliance Officer who is capable, motivated and looking for a varied role. Reporting to the Tender & Compliance Manager, the successful candidate will be responsible for helping create detailed and, most importantly, compliant tender documents on behalf of their schools, assisting their clients from initial bid qualification stage through to contract award, and helping ensure that all tender deadlines are met.

The MD is looking for someone who is:

- Open
- Honest
- Confident, enthusiastic and with a desire to learn – someone who aspires to become an expert!
- Innovative, creative and passionate
- Proactive – looking to find the solution rather than waiting to be told
- Wanting to do the right thing, even when it's difficult
- Hardworking and willing to get stuck in to all types of tasks
- Someone who refuses to accept mediocrity: 'good' is not good enough
- A team player, able to liaise well at all levels
- Able to work under pressure

Key Responsibilities:

- Liaise with customers and suppliers as required
- Coordinate bid diaries/timelines to ensure tender deadlines are met
- Create letters, reports and spreadsheets as required
- Follow up supplier references in a professional manner (where required)
- Assist with producing professional, high quality and OJEU compliant documentation for high value tenders
- Assist with producing Request for Quotation (RFQ) and Request for Proposal (RFP) documentation for lower value tenders
- Create high-standard, detailed but easy to understand post-project Procurement Audit Reports for clients (based on existing templates)
- Use and manage In-Tend e-procurement software
- Consistently review all tender documentation to improve usability from both an internal and external prospective
- Maintain information held within the CRM database
- Ensure up-to-date knowledge in all aspects of OJEU public sector procurement regulations

Qualifications:

- Proficiency in MS Word, PowerPoint and Excel
- Degree or equivalent academic qualification (desirable)

Experience:

- Experience of report writing and presenting (highly desirable)
- Experience in a procurement role (desirable, but not essential)
- Use of In-Tend (or similar) e-procurement software (desirable, but not essential)
- Knowledge of the education sector and/or public-sector procurement processes (desirable, but not essential)

**Skills:**

- Ability to communicate and work effectively and professionally with team, clients, suppliers and other stakeholders
- Excellent problem-solving skills
- High degree of accuracy and exceptional attention to detail, along with the ability to work on own initiative
- Good mathematical and analytical skills
- Ability to learn quickly and work with new processes and systems
- Proof reading, recognition of tone of voice and consistency across given works
- High standard of written and spoken English
- Flexible approach in a demanding environment
- Proactive approach to work and the ability to interact with the team
- Excellent personal organisational planning and management skills along with the ability to manage multiple projects at different stages of development simultaneously
- Overall this is a demanding role and requires a strong character who can liaise at all levels and is not afraid to ask for information when it is required

This is a great opportunity for a hardworking and meticulous individual, looking either to begin or gain experience in a procurement-based role. This is a job for someone who always goes the extra distance and doesn't go home until the last task of the day is done – clock watchers need not apply! The company has a lively office atmosphere which varies from raucous laughter to the peace and quiet of deep concentration!

In return for your hard work and commitment, you will be rewarded with a competitive salary and great benefits, including access to off-site training courses and a company pension scheme (if applicable). If you have the skills and experience required, please apply today!

**Please contact:**

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