



Simply better procurement

## Pagabo Framework Administrator

### Who is Pagabo

Pagabo is a privately-owned public sector procurement specialist. We help public sector organisations establish and manage best in class framework agreements, dynamic purchasing supply system(s) [DPS], and we provide tailored procurement consultancy services.

We are based in central Hull (Bowlalley Lane, HU1 1XR). We have a small and focused team, led by MCIPS qualified procurement professionals, and have a balanced public and private sector ethos that delivers strong results.

We have been in business for 6 years and are financially strong. Our growth during 2018 has been controlled and progressive, and 2019 will see further expansion as demand for our services increases.

Check out our website – [www.pagabo.co.uk](http://www.pagabo.co.uk) for more details.

### What you will get working for Pagabo

We want the best people to help us grow Pagabo.

Your starting salary will depend on your experience, but there are benefits that every member of staff receives at Pagabo.

- A competitive salary + a performance-based bonus
- A “Now” Pension (company supported)
- 23 days holiday + bank holidays plus an additional day for your birthday.
- Life insurance (to protect you and your dependents)
- Tailored training & development
- A great working environment – smart casual dress-code, healthy refreshments, down-time facilities [pool table, video games etc. ] and regular social events
- Being part of an entrepreneurial team that challenges you and gives you fantastic career progression

## About this role – “Pagabo Framework Administrator”

**This isn't just a job...we want someone who wants to build a long-term career with Pagabo; you will be part of the success of the business, and you will be treated and rewarded accordingly**

### What we want you to do

- You will be assisting our framework managers (we have two) and helping them in their roles. This will include:
  - Assist in the development of Expression of Interest and Further Competition documents
  - Client Liaison / client contact / expediting enquiries
  - Updating CRM / Logging enquiries
  - Reviewing Tender notifications for potential projects
  - Managing Project KPI's with clients and contractors
  - Formulating Social Value reports
  - Managing the procurement process and Tender Clarifications
  - Anything else required to ensure Pagabo is meeting clients' and partners' requirements

### What we want you to be like

- A creative thinker, enterprising and entrepreneurial and can demonstrate originality.
- Infectious personality with a 'glass-half-full' attitude.
- Confident and assertive (but not arrogant), and able to work independently and make decisions without the requirement for continuous supervision.
- Consistently professional appearance, attitude and approach.
- Ambitious and keen to learn.

### What skills, qualifications and talents we want you to have

- Have at least 3 years' experience in either an active Account Administration role, a Business Development role or a general administration position; you may be a Bid Writer wanting a new career or in a similar role and ready for the next step.
- A background in construction and/or procurement is favorable.
- Degree or equivalent educated with good English, Maths and ICT knowledge and skills [GCSE level C or above]
- Able to use internal systems to record information and track performance [training provided on Pagabo's CRM, web and social media platform(s)]; we also use Microsoft Word, Excel and PowerPoint.
- Great interpersonal skills but able to make those tough 'telephone' calls [if needed] and able to articulate internally and externally verbally and via email and through presentations. This isn't a sales role, but at Pagabo we believe we all have a 'sales role' to play, so being able to communicate and promote the business is essential
- Documenting processes and procedures and presenting ideas to other team members.
- A commitment to deadlines and a desire to 'fly' the flag for the business.



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Who you will report to

Reports to the National Framework Manager.

Salary and benefits

This role will have a salary range of £28,000 to £32,000. A performance-related bonus scheme will be available which could deliver an OTE of between £34,000 to £38,000. All other benefits from working for Pagabo [see above] will apply.

What do you do if you are interested

Please submit your application and a full up to date CV by email to [careers@pagabo.co.uk](mailto:careers@pagabo.co.uk)  
Please include a contact telephone number and email address.