Application Questions - Procurement Apprentice

Please use the relevant section in the online application to complete your answers to these questions. Please provide as much detail as possible using examples of your skills, knowledge and experience. These can be both work and life experiences.

The answers you provide will determine whether your application is progressed to interview.

1. Are you a Lewisham resident?

2. What is your understanding of Equal Opportunities?

3. What is your knowledge or experience of administrative duties, processes, and databases?

4. What is your understanding of Procurement, Contract Management and Social Value?

5. This role involves dealing with enquiries from a variety of people from all levels of the Council, via email, MS Teams and face to face. Please demonstrate the experience you have of providing customer service and what you think are the key aspects of providing good customer service?

6. Can you please provide us with an example of when you have had to deal with a stressful situation and how you dealt with it?

7. Can you please tell us about a time when you have had to work without supervision and took full responsibility/ownership of a task or project and how you dealt with the situation? Describe the task, the actions you took to lead it to completion, and the outcome.

8. Please tell us about the IT packages you have used previously and what you have used them for. E.g Using Micosoft Word to write letters; MS Excel; Powerpoint

9. The team works with data that needs to be entered onto the system correctly. Can you please provide an example of a time you have had to deal with important information and how you checked your work?

10. This role involves completing a qualification whilst working, please can you explain how you would effectively balance your work load and any ‘tools’ you would use.