



In touch with customers. In touch with success.

Position Title: **Procurement Specialist**

Your Profile:

- Bachelor's Degree in Business Management, Supply Chain, Engineering or equivalent
- Minimum 5 years of working experience in procurement and purchasing role; preferably within a manufacturing environment.
- Strong communication, negotiation, interpersonal and influencing skills
- Analytical, numerically astute with strong demonstrated problem-solving abilities
- Good knowledge of purchasing, negotiation, commercial understanding and cost breakdown
- Able to manage time effectively, prioritise tasks and work well under pressure in a fast-paced environment
- Proactive attitude towards work, teamwork and cooperation
- Proficient in MS Word, Excel and Powerpoint
- Preferably experience with SAP

Other Tasks:

- Carry out all tasks by complying with the respective process descriptions and ensure your workplace is tidy and clean
- On instruction of the superior, further tasks may be added or other tasks to be reasonably expected according to the employment contract have to be carried out
- The job holder complies with the existing guidelines on occupational health and safety, quality management and environmental protection

Your Tasks:

- Responsible for establishing procurement and purchasing procedures required to fulfil the procurement and purchase processes
- Point person for the solicitation and preparation of Request for Quotes (RFQs), Request for Proposals (RFPs) and Request for Informations (RFIs).
- Create and execute Purchase orders to the suppliers for both materials from Purchase Requests as well as generated from Material Requirements Planning (MRP) needs.
- Price and cost analysis of quotations and proposals, negotiation and necessary fact findings with internal and external stakeholders to meet the requests' specifications.
- Administer and review contracts, control of costs, and ensure on time deliveries.
- Performing risk assessment and qualification of new suppliers.
- Evaluation of suppliers
- Work closely with stakeholders to ensure compliance to Purchase to Pay Process.
- Responsible for inventory planning forecasts
- Responsible for resolving supply, quality, delivery and invoicing issues with internal stakeholders and suppliers