



Jobs Family	Veolia Energy	PROCUREMENT MANAGER	06/2021
SUPPORT	Sofia		

AIM OF THE JOB

- You oversee purchasing activities and procurement process and ensure that purchased items are both cost-efficient and of high quality.
- You ensure that all purchases comply with company standards.
- You build and maintain positive supplier relations.

MAIN TASKS & RESPONSABILITIES

- Follow and enforce the company's and Veolia Group procurement policies and procedures;
- Establish processes and operating method of purchases and improve purchasing capability and pricing strategies for the organization;
- Review, compare, analyse and approve requirements for products and services to be purchased;
- Research and evaluate prospective suppliers;
- Negotiate framework agreements;
- Evaluate, negotiate and manage supplier, sub-contractor and vendor relationships to secure terms that are in the best interests;
- Maintain and update supplier information;
- Evaluate supply options, maintain accurate purchase and pricing records;
- Prepare budgets, cost analyses and reports;
- Respond to any claims regarding contract law violation

QUALIFICATION /EDUCATION & EXPERIENCE/

Bachelor or Master degree diploma;
5+ years of progressively increasing work experience in a purchasing function in an international company;
Experience in preparing tender documentation;
Experience in dealing with Bulgarian Public Procurement law;
Basic technical knowledge on equipment related to HVAC and water treatment & technology would be considered as an advantage;
Proficiency in Microsoft Office and purchasing software / ERP;
Highly proficient in spoken and written English

KEY BEHAVIOURAL SKILLS & ABILITIES

Solid negotiator
Excellent communication skills
Strong planning skills
Ability to interface and to maintain clear and open communication with a wide variety of individuals at all levels
Analytical and strategic thinking skills
Attention to detail

HOW TO APPLY

talent@veolia.com
not later than July, 14, 2021