



Job Family SUPPORT	Veolia Solutions Bulgaria	Procurement specialist	04/2021
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AIM OF THE JOB

Support the Procurement Manager in executing company's purchasing activities and in managing the procurement process.

MAIN RESPONSIBILITIES

- Research of adequate supplier partners, according to the requirements and criteria that have been set
- Prepare and send quotations
- Conduct suppliers consultation
- Prepare analyses and comparisons and maintain accurate procurement records
- Conduct price and contractual terms negotiations
- Manage day-to-day interactions with suppliers and internal clients
- Maintain and update the suppliers database in the ERP system
- Process purchase orders according to the company's procedures and terms of contract
- Control and develop the supplier relationship
- Provide regular feedback to internal clients and establish progress reports

QUALIFICATION / EXPERIENCE

- Relevant University degree /Economics, Engineering,.../
- 3+ years of work experience in procurement preferably in an international company
- Good command of Business English (verbal & written)
- Excellent computer literacy: MS Office, Internet, e-mail
- Experience with ERP system

KEY BEHAVIOURAL SKILLS

- Analytical thinking
- Strong communication and interpersonal skills for working with others
- High sense of responsibility
- Ability to meet deliverable dates, prioritize and organize effectively
- Ability to learn a variety of things easily and quickly

HOW TO APPLY

talent@veolia.com

Not later than October 29, 2021