



Job Family SUPPORT	Veolia Solutions Bulgaria	Procurement assistant	06/2021
------------------------------	----------------------------------	------------------------------	----------------

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 suppliers for the required service and prepare and send quotations;
- Prepare analyses and comparisons and maintain accurate procurement records;
- Assists the direct manager in performing analysis on suppliers based on price, quality, range, terms of delivery, accuracy;
- Assist all the different business units, with their procurement needs;
- Perform ad-hoc analysis and tasks as needed;
- Monitor and maintain all company existing contracts;
- Participate in procurement audits;
- Prepare procurement documents in Bulgarian and English;
- Negotiate price to optimize cost while maintaining a high level of quality from the suppliers;
- Maintain vendor relationship and database;
- Make spot market sourcing on components and actively looking for new suppliers/ vendors;

QUALIFICATION / EXPERIENCE

- Relevant University degree /Economics, Engineering,.../
- 1+ 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 November 26, 2021