

Procurement Analyst m/f/d,

The Procurement Analyst (m/f/d) will support a global initiative to strengthen payment terms governance, improve data integrity, and identify working capital optimization opportunities across the supplier base.

The role will be responsible for reconciling supplier payment terms across SAP and the organization's contract repository, identifying and resolving discrepancies, and supporting the development of a pipeline of suppliers for payment terms renegotiation. In addition, the analyst will contribute to improving organizational awareness and adoption of payment terms standards through documentation and training support.

This is a project-based contingent role that requires strong analytical skills, attention to detail, and the ability to collaborate across Procurement, Master Data, and Accounts Payable functions.

Start Date: 01.09.2026

End Date: 30.11.2026

Workload: 100% with 41h/week

Location: Basel

Workmodel: Contracting

Your responsibilities

Payment Terms Reconciliation & Data Quality

- * Compare supplier payment terms maintained in SAP (Company Code and Purchasing Organization levels) against executed contractual payment terms.
- * Identify and analyze discrepancies between vendor master data and contractual agreements.
- * Support the correction of payment terms data in SAP to ensure alignment with contractual commitments.
- * Maintain reconciliation documentation and ensure high standards of data quality and accuracy.
- * Monitor recurring data quality issues and recommend process improvements to prevent future discrepancies.

Payment Terms Optimization

- * Analyze the supplier portfolio to identify vendors with payment terms that are not aligned with corporate policy or working capital objectives.

Job profile

-  Administration - Procurement
-  Contracting
-  Full Time
-  01.09.2026 - 30.11.2026
-  Procurement

Job benefits

-  Central location
-  Coopers Care
-  Flexible hours
-  Further education
-  Home Office
-  Modern workspace



Sounds interesting?

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- * Identify addressable suppliers with unfavorable payment terms and build a prioritized pipeline of renegotiation opportunities.
- * Support Procurement Category Managers by providing data-driven insights and supplier opportunity assessments.
- * Track renegotiation progress and measure business impact, including compliance improvements and working capital benefits.

Reporting & Analytics

- * Develop reports and KPIs to monitor:
 - * Payment terms alignment between SAP and contracts
 - * Data quality and reconciliation progress
 - * Policy compliance
 - * Renegotiation pipeline
 - * Realized improvements and business impact
- * Present findings and recommendations to Procurement stakeholders.

Process Improvement & Governance

- * Support initiatives to strengthen payment terms governance across the organization.
- * Contribute to the development and enhancement of training materials, standard operating procedures, and user guidance.
- * Promote awareness of payment terms standards and best practices among Procurement stakeholders.
- * Recommend opportunities to simplify and standardize payment terms management processes.

Cross-functional Collaboration

- * Partner with Procurement, Procurement Excellence, Global Master Data, and Accounts Payable teams to validate and resolve payment terms discrepancies.
- * Coordinate with Category Managers to support supplier engagement and payment terms negotiations.
- * Escalate complex issues requiring business or contractual review.

Your Profil:

- * Bachelor's degree in Supply Chain, Procurement, Business Administration, Finance, Accounting, or a related discipline.
- * +5 years of experience in Procurement, Supply Chain, Finance, Master Data, or Accounts Payable.
- * Advanced Microsoft Excel skills (Pivot Tables, XLOOKUP, Power Query preferred).
- * Bachelor's degree in Supply Chain, Procurement, Business Administration, Finance, Accounting, or a related discipline.
- * Comfortable working in both structured project environments and evolving implementations
- * Excellent attention to detail and ability to work with large datasets.
- * Experience working with SAP (MM and/or FI modules preferred).
- * Familiarity with Source-to-Contract platforms (Jaggaer, Coupa, Ariba).
- * Project Management experience.
- * Strong analytical and data reconciliation skills.
- * Strong communication and stakeholder management skills.

Sounds like a great job?

Then we look forward to receiving your complete application documents through our online application form.

When applying by email, the sender agrees that his or her data will be used in accordance with our data privacy policy.

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