

Procurement Specialist

m/f/d, Zug

You will work for the Procurement department of the Swiss sales organization. The core tasks in procurement include ensuring an uninterrupted flow of goods at competitive prices and using buying power to increase efficiency.

The perfect candidate has a successfully completed **bachelor's degree as well as sound project experience in the field of procurement** and, thanks to **business fluency in German, English** and SAP, moves absolutely confidently in an international environment. As a strategically minded purchasing specialist, he/she confidently manages the operational processes for indirect materials, optimizes the supplier portfolio through data-based reporting and independently drives innovative procurement processes. He/she convinces with a high degree of initiative, negotiation skills and analytical strength to solve complex challenges flexibly and to contribute perfectly to company's performance-oriented culture.

Tasks & Responsibilities:

- * Specialist in the field of procurement with a focus on indirect materials
- * Support and assurance in the planning and control of operational purchasing processes
- * Evaluation, selection and management of external partners and suppliers
- * Support for local, regional and global tenders as well as purchasing projects
- * Ensure support in contract negotiations with suppliers, contract filing and monitoring, and terminate contracts
- * Support internal and external audits as well as supplier audits
- * Advising and supporting the specialist departments in procurement activities, managing supplier portfolios as well as compliance issues to manage suppliers
- * Co-responsibility for procurement processes and their further development, support of operational purchasing with specifications and tools. Review and implement change ideas related to suppliers, products, or processes

Job Profil

-  Administration - Procurement
-  Zug
-  Contracting
-  Vollzeit
-  ASAP - 1 year after start date
-  SAP, Google products, Procurement



Klingt interessant?

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- * Creation of reports/dashboards for efficient management of procurement activities
- * Coordination of vehicle fleet management together with leasing providers

Requirements:

- * **Successfully completed bachelor's degree (e.g. in business administration, supply chain management, logistics or comparable)**
- * **Fluent in German and English**
- * IT-savvy (SAP)
- * Ideally, you have already worked on projects in the field of digital/procurement/supply chain for 1-2 years and have experience in optimizing processes
- * Experienced handling of Microsoft Office and Google Suite, knowledge of B2B interfaces or Internet programs is an advantage
- * You have the conceptual strength and ability to familiarize yourself with complex issues quickly and successfully and act entrepreneurially
- * Your strengths include flexibility, creativity, the ability to operate in a dynamic market and to find solutions
- * You are a team player with an independent working style, assertiveness and initiative
- * You have very strong interpersonal and communication 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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