

Corporate Procurement Specialist

m/f/d, Zürich

For our client in the Engineering industry, we are seeking a motivated and adaptable **Procurement Specialist** to support the development, communication, and implementation of global and corporate procurement strategies. In this role, you will contribute to key areas such as **Indirect Materials & Services, Risk Management, Supply Base Management, Quality, and Sustainability**.

Start Date: asap

End Date: 3-month contract (with a strong chance of extension)

Workload: 50-100%

Location: Zürich, with 1-2 days office presence

Workmodel: Contracting

Your responsibilities

- * Support the development and ensure the communication and implementation of Corporate Procurement strategies across relevant business functions
- * Drive improvement initiatives in areas such as Indirect Services, Risk Management, and Supplier Base Management
- * Ensure the implementation, maintenance, and compliance of assigned procurement activities and global initiatives
- * Contribute to the development and implementation of Global Procurement strategies for areas such as Indirect Materials & Services, Risk Management, Supply Base Management, Quality and Sustainability
- * Collaborate with cross-functional teams and internal stakeholders to align procurement strategies with broader business goals
- * Run eRfX for HR, MarCom, Consulting, Financial and Legal Services (Professional Services) and other indirect Services Categories
- * Interact and manage senior stakeholders within the Organization
- * Execute implementation of Procurement Strategies in close alignment with the relevant category teams and business stakeholders

Your Profil:

- * Completed commercial apprenticeship or equivalent qualification

Job Profil

 Administration - Procurement

 Zürich

 Contracting

 Vollzeit



asap - 3-month contract (with a strong chance of extension)

 Corporate Procurement, SAP

Job Benefits

 Arbeitslaptop

 Coopers Care

 Du-Kultur

 Flexible Arbeitszeiten

 Gute ÖV Anbindung

 Home Office Möglichkeit

 Moderner Arbeitsplatz

 Weiterbildungsangebot

 Work-Life Balance

 Zentrale Lage



Klingt interessant?

Sophia Merkt

Talent Acquisition Consultant

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- * Strong Indirect Procurement background required
- * Demonstrated ability to influence and engage senior-level stakeholders (management, C-suite executives)
- * Experience building and maintaining strategic relationships across organizations
- * Strong ability to navigate complex organizational structures and gain buy-in from diverse teams
- * Proven track record managing multiple procurement initiatives simultaneously
- * Ability to drive projects from conception through implementation and closure
- * Experience with timeline management, resource allocation, and risk mitigation
- * Excellent written communication skills (reports, proposals, strategic documentation)
- * Strong presentation and verbal communication abilities for executive-level discussions
- * Capable of translating complex procurement concepts for various audiences
- * Strategic thinking approach to procurement challenges
- * Fluent English skills are mandatory

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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