

# Procurement associate

**ID tag:** 6880

**region:** Prague

**location:** Prague

**accommodation:** NE

**job description:** For the Procurement Category Technical Services within Professional Services we seek a candidate with Procurement background and with focus on internal business partnerships and supplier management. If you have previous experience within the end-to-end procurement process we would like to have invite you within our team.

**responsibilities:** Purchase technical services as requested by the various LoBs according to Governance model and category strategy, at the lowest price consistent with required quality, from suppliers who will deliver purchased items at the specified time and place. Conduct preliminary negotiations with suppliers or negotiations for smaller engagements (<250kEUR), to locate sources of supply, to obtain price quotations through formal procedures, to select vendors, and to place work orders# Work with Ariba sourcing tool in order to conduct all RFP/RFIs To on-board selected strategic vendors in various countries & negotiate all needed procurement T&Cs with them To follow-up on work orders to ensure that vendors fulfill the purchase agreement on delivery. Handle, directly with the vendor, all correspondence concerning purchases, including price adjustments. Suggest changes that will improve services quality. Provide information, training, and assistance to LoBs and to review compliance of procurement Governance. Seek continuously opportunities for improvements, innovations, and savings Perform market analyses / benchmarking and explore market capabilities to gain market intelligence Conduct supplier performance evaluations for selected suppliers

**we require:** fluent in English

University degree preferably in Business Administration or a related field  
Strong previous experience in progressive procurement within a multinational business needed  
Understanding of end to end procurement and sourcing strategies in Professional Services

**we offer:** **monthly salary range 35 000 - 42 000 czk**

**annual bonus: in amount of one salary**

lucrative benefit package

international company

possibility to get valuable experience and skills

**Randstad contact details**

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communication in English