

Non-COGs Procurement Business Partner

We launched an internal and external recruitment & selection process for the position of **Non-COGs Procurement Business Partner**, reporting full line to Francisc Koos, Chief Financial Officer.

JOB PROFILE

Within the framework of Zentiva Romania business strategy, contribute to the achievement of the company's objectives through optimization of the purchase of goods or services and implementation of procurement process in accordance with the procurement policy approved.

KEY ACCOUNTABILITIES:

- Manages all purchasing demand of the allocated categories of a site of a given business and ensures compliance to national law and company procurement policy;
- Ensures the good execution of any category sourcing plan/ procurement strategy in line with the local needs;
- Yearly involvement in the Procurement Mapping process;
- Is accountable for optimizing purchasing of goods and services within by direct manager defined spend families to meet the needs of internal customers, in compliance with the purchasing/sourcing strategies and company procedure;
- Run tenders & contracting processes for Zentiva Romania at country level;
- Run Suppliers' performance evaluation process & manages the preferred/banned suppliers list and the contracts data base;
- Performs regular activity reports- using procurement tools or at direct manager's request;
- Ensures local business partners service levels are satisfied;
- Is handling specific local needs and is a facilitator for the procurement function between stakeholders, suppliers and/or lead buyers;
- Assessment of the financial and business risks.

JOB REQUIREMENTS:

- Education: University degree in finance / economics;
- Experience: 3 years procurement related;
- Knowledge: Office Programmes, English;
- Characteristics: team-work, innovation and creativity, perspective vision, initiative, consistency and acting with integrity, adaptability in complex situations, able to handle pressure and commit to and respect deadlines;
- Good degree of commercial awareness, assertive, negotiation skills;
- Sense of urgency, punctuality, strategic thinking, analytical skills;
- Self-motivated.

Please send your application or recommendations to cariereromania@zentiva.com until **5th of April**.

Maria Badea

Commercial Operations
Manager HR & Services

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ZENTIVA
România

