



ManpowerGroup is a worldwide innovative forerunner and leader in the field of employment through the provision of services and workforce management solutions for clients and helping people in their career development with the aim of understanding the needs of the clients and candidates in the changing world of work.

On behalf of our client, reputable international company, ManpowerGroup Serbia is searching for a motivated candidate to take the challenge and to successfully fill the position of:

Procurement Buyer

Location: Smederevo

Job Description: Provides day-to-day management of the procurement process and short and medium term requirements for the operations of the company. Responsible for implementing, administering and placing purchase orders and in some cases performs sourcing and negotiations.

- ✓ Manage the overall purchasing process for the allocated Operating Units
- ✓ Compile monthly benefit reporting for all allocated Operating Units and secure financial sign-off
- ✓ Cooperation with all departments to identify purchasing needs and to organize purchase of the required goods / services
- ✓ Convert demand into purchase orders on the system
- ✓ Work with business to address any purchasing-related issues
- ✓ Perform general maintenance on existing purchase orders
- ✓ Respond to PO inquiries from outside stakeholders
- ✓ Ability to adhere to all existing and future Supply contracts
- ✓ Proactively report exceptions to existing contracts
- ✓ Sourcing support

- ✓ Focus on TCO for all buying activities
- ✓ Assist with Purchase Price Variance analysis
- ✓ Execute the exception reporting process
- ✓ Provide support to the Capital Expenditure program
- ✓ Manage day to day contact with transactional suppliers
- ✓ Develop the summary analysis for each RFQ/bid package
- ✓ Utilize eProcurement tools where available and feasible to increase the sourcing efficiencies
- ✓ Attend Site management meetings representing Procurement
- ✓ Undertake the duties of other Procurement Team Members as required

Desired Candidate Profile: University degree and 3-5 years purchasing experience with job related experience.

- ✓ Engineering equipment and product experience
- ✓ Previous Lean or Six Sigma or other continuous improvement experience
- ✓ Fluent in English Language
- ✓ Ability to read, analyze, and interpret technical data
- ✓ Ability to lead discussions, present information and respond effectively
- ✓ Be tenacious and a problem solver
- ✓ Advanced Computer skills in Word and Excel
- ✓ Mathematical skills
- ✓ ERP skills (preferably JDE)

The selection process is taking place NOW!

If you consider yourself appropriate for this position, we invite you to apply for the position by sending your resume to posao@manpower.rs

www.manpower.rs , job order ID 1802

Deadline for applications : 29.11.2016.

ManpowerGroup is an Equal Opportunity Employer and considers applicants for all positions without regard to gender, marital status, national origin, age, creed, religion, race, color, ancestry, sexual orientation, physical or mental disability.

All applicants will be informed and shortlisted candidates will be invited for an interview.