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Procurement Associate

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Company: JTI

Location: Izmir

Category: other-general

We're JTI, Japan Tobacco International and **we believe in freedom**. We think that the possibilities are limitless when you're free to choose. In fact, we've spent the last 20 years innovating, creating new and better products for our **consumers to choose from**. It's how we've grown to be present in 130 countries.

But our business isn't just business. Our business is our people. Their talent. Their potential. We believe **when they're free** to be themselves, grow, travel and develop, **amazing things can happen for our business**.

That's why our employees, from around the world, choose to be a part of JTI **It is why 83% of employees feel happy working at JTI**. And why we've been awarded **Global Top Employer status, nine years running**.

So when you're ready to choose a career you'll love, in a company you'll love, feel free to #JoinTheIdea.

Learn more:

Procurement Associate

What this position is about - Purpose:

Procurement Associate will be responsible for management of procurement activities including namely consolidation of requirements, bidding, negotiations, contracting and performance tracking.

What will you do - Responsibilities:

Local procurement, purchasing & timely delivery of materials and services in line with the requirements of the Market and/or factory. Ensures all effective tools are utilized for a complete

procurement process and proper documentation relating to the process is filed and maintained. All tasks are done in line with the relevant policies and procedures

Resolves issues related to vendor performance in delivery of goods and services. Supports the Payment Team in procurement-related concerns on payments, closing documents, etc.

Regularly maintains purchasing-related analytical reports. Supports decision-making process of their supervisor and internal customers

Manages existing supplier base in his/her respective area. Maintain effective communication with vendors. Regularly assesses supplier performance and communicates it to internal customers and assessed vendors to constantly improve customer-buyer-vendor relationship and vendor performance

Monitor compliance with corporate procurement policies, code of conduct, operating guidelines, local regulations and visibility for corporate audit as well as JSOX requirements

Supports their supervisor and category managers in ad hoc procurement activities in accordance with the sourcing plan (such as Identification of requirements, supports supplier bidding and negotiation processes, as well as agrees on commercial conditions by utilizing his/her negotiation skills) to ensure the best combination of quality, cost and service parameters/conditions for products and services are attained

Assumes responsibilities for additional projects, tasks as assigned by their supervisor and shows professionalism in all aspects of work

Who are we looking for - Requirements:

Bachelor's degree in Finance, Business, Engineering and Master's (MBA/MSC)

Minimum 3 years of experience in procurement

Strong system utilisation and analysis techniques for procurement activities

Advanced level of English knowledge

Advanced level of MS Office applications

SAP knowledge is an asset

Strong communication, cooperation and teamwork skills

What are the next steps – Recruitment process:

Thank you very much for your interest in the role. You are welcome to apply.

We provide feedback to all candidates.

Talent Advisor based in JTI Global Business Service in Poland may call you with the phone code +48.

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