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Project Buyer

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Company: GEA

Location: İzmir

Category: other-general

Responsibilities / Tasks

Job Description

Strategy

As part of category communities, can be consulted on the category strategy definition by providing business feedback and visions from the entities/BUs/Functions that the role is supporting .

Sourcing

Responsible for tactical sourcing activities related to the project supported, andfor which the thresholds have been agreed with strategic buyers and/or category managers.

Responsible for low-spend contracting with vendors limited to general T&C or simplified agreements within scope of category strategy

Responsible to steer the project in adherence with applicable category strategies & the use of preferred suppliers

Purchase Requisition, Purchasing & Order processing

Responsible for processing purchase requisitions, purchase orders & following-up on order confirmations with expediting in case needed

Clarifies issues with requestors and suppliers

Provides feedback to Strategic buyer/Category manager when spotting requisitions going outside of suitable framework agreements

Acts as 1st point of contact with vendors for daily operations

Invoice Processing & manage Master data

Support solving invoice mismatches that couldn't be processed by Finance

Project related interactions

For projects this person supports, acts as 1st Procurement point of contact for stakeholders in project management, engineering, project planning, controlling (and other project relevant roles)

Ensures that qualitative and quantitative inputs from the Project team are captured in the different stages of the project

Requests sourcing support for the relevant scope of supply from Strategic Buyers and/or Category managers (direct & indirect)

Is early involved in project Sales phase discussions, and recurrently involved in later phases

Based on involvement, is responsible for sharing progress information from Procurement view (weekly project call, monthly steerCo, stage gate reviews...)

Partners with Logistics representative support the project (e.g. Transport manager) to track risks, costs and lead times related to transport/import/export/receipt of goods

KEY ACCOUNTABILITIES

Impact on Business

Predominantly delivers - follows defined standards.

Follows set processes and performs repeating tasks

Delivers within given procurement strategies

Innovation and Change

Predominantly proposes minor changes in existing processes or products.

Provides suggestions for improvement within scope of work

Provides lessons learned from projects to categories

Your Profile / Qualifications

Educational Background

Business education in combination with experience in project- procurement

University, bachelor's degree in economics with experience in project- procurement

Professional Knowledge and Experiences

5+ years of experience in procurement

ERP (SAP) / Procurement key user experiences / knowledge

Know-how of international contract management

Cultural Awareness

Contract management experience is essential

Experience with implementation of corporate procurement

Work experience in complex organizations

Negotiation experience

Cost analysis and management

Project Management Skills

Other Skills & Competencies

Project buyer:

English (fluent)

Financial and Business understanding

Ability to network across sites and build relationships

Good analytical capabilities, problem-solving skills and ability to think strategically & tactically

Takes ownership of the work, successes and mistakes

Ability to work in matrix organization

Intercultural sensitivity

Takes ownership of the work, successes and mistakes

Very good communication skills

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