

Senior Analyst - Procurement Services

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Company: WNS Global Services

Location: İstanbul

Category: other-general

Job Description

The Senior Analyst's primary responsibility is the delivery of various high quality, accurate, on-time procurement services reports for a single, dedicated WNS-Denali client account.

This position works closely with the Global Delivery Lead, Regional Delivery Leads, category managers, and strategic sourcing professionals to deliver reports that support planning, strategy development, spend and savings tracking, SLA and KPI compliance, and process adherence.

The Senior Analyst is a member of a client-dedicated procurement service delivery team responsible for assisting category managers (client or WNS) with category planning and strategy development, benchmarking, collecting market intelligence, managing stakeholders, and developing project pipelines. He or she will lead the client's defined strategic sourcing execution process, including building cost models, designing and launching of RFIs/RFPs, evaluating bids, planning and executing negotiation strategies, and making award recommendations.

The role is responsible for validating various data sources, extracting data, applying transformation logic, and loading the data into the target tables/reporting tools.

Having a passion for data, attention to detail, and sound judgment are critical to this role. The reports are shared with senior members of the client's organization, so the candidate must have excellent communication skills and be comfortable presenting data in a way that is clear, concise, and easy to understand.

Key Responsibilities / Job Duties

- Developing and executing sourcing strategies through the use of the client's strategic sourcing process
- Identifying cost savings through negotiations, event driven activities, and alternate sourcing strategies to achieve assigned cost saving goals
- Leading commercial negotiations and drafting contracts
- Work closely with the Global and Regional Delivery Leads as well as other internal stakeholders to gather reporting requirements and understand business problems
- Perform data cleansing, categorization, normalization, and enrichment as required to develop clean data for analysis and reporting
- Develop and deliver various procurement reports—both recurring and ad hoc
- Develop and deliver easy-to-understand and visually appealing procurement dashboards
- Analyze data and reports to generate insights that solve business problems
- Ensure projects are delivered on time and with a high level of quality and consistency

Qualifications

Knowledge and skills

- Strong MS Excel skills, including knowledge of filters, sorting, pivot tables, formulas, advanced formatting techniques, and advanced data manipulation
- General understanding of procurement fundamentals such as category management, strategic sourcing, cost modeling, spend management, etc.
- Strong client service orientation, stakeholder management, and problem-solving skills
- Excellent written and verbal communication skills
- Excellent project management skills, including project planning, time management, and multitasking
- Proficient in other MS applications, including Word and PowerPoint
- General understanding of spend, analytics, and visualization tools

Required Education and Experience

- Bachelor's Degree in engineering, business, supply chain, or technology-related field
- 1-4 years of work experience in procurement or business experience
- Customer service delivery experience is a plus

Additional Information

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