



## **Procurement Trainee**

Municipality of Pallini, Attica, Greece

Supply Chain Management / Maternity cover (6-8 month contract)

### **Description**

At VICTUS Networks we pride ourselves in delivering outstanding technology! We operate in a fast-paced industry and in a continuously changing environment. Our deep technical expertise is a differentiator; we simply cannot deliver for our shareholders without exceptional people in place to deliver exceptional work.

**Team up with VICTUS Networks and take the exciting opportunity to cooperate with high skilled colleagues!**

### **Job Description**

In this role you will be responsible to handle day to day procurement activities, identify and screen procurement suppliers, negotiating terms and conditions, driving improved supplier service levels, minimizing risk while improving business results, standardizing and automating business and procurement best practice processes.

### **Key accountabilities**

- Assist with all aspects of purchasing, negotiations, , tool and process implementation for procurement related to goods and services
- Negotiate favorable contractual terms and conditions with suppliers
- Builds strong relationships internally and externally with vendors, fostering collaboration and teamwork
- Develop and implement efficiencies, standardized tools, practices and procedures minimizing quotation, RFQ and decision making and evaluation time
- Assist with implementing and maintaining procurement policies and reviews on a regular basis to ensure relevance and conformance with best practices and ensure compliance with internal and

regulatory policies. Ensures process documents are complete, current, communicated and stored appropriately

- Identify the most profitable suppliers and initiate/preserve business partnerships within the area of responsibility
- Examine and re-evaluate existing contracts
- Track and report key functional metrics to reduce expenses and improve effectiveness
- Collaborate with key internal stakeholders to ensure the clarity of the specifications and expectations of the company

## **Qualifications & core competencies**

### **Essential**

- Experience in a similar role will be considered as an asset
- Bachelor (University/TEI) degree in Engineering or business, purchasing or related field
- Excellent business/financial acumen, proficient working with cross-functional teams, including demonstrated motivation, influence, and the ability to drive change across all levels of the organization
- Strong negotiation skills
- Solid computer skills (proficient in Excel, Word, and Outlook). SAP Knowledge will be an asset
- Strong attention to detail required, Analytical and problem-solving skills
- Excellent communication and interpersonal skills, ability to articulate thoughts and ideas clearly, concisely, and persuasively

### **Desired**

Master in Purchasing of Business Administration or relevant

Contact:

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