

We offer you a great job opportunity!

Adecco Romania is currently recruiting exclusively for one of the biggest worldwide oil & gas companies, a start-up procurement center down town in Bucharest.

Responsibilities:

- Supports user in purchase request definition when needed
- Creates PO and follows up on PO (internal approval, supplier acknowledgement)
- Involves Procurement Leader Field in spot buys when local knowledge is required
- Manage day-to-day interactions with suppliers and Field Purchasing Leaders
- Escalation of complex issues to Hub Procurement Leader
- Continuous improvement and knowledge management
- Performs problem solving for non-complex issues with operations user
- Triggers catalog updates when required
- Proposes documentation changes / improvements to process when required

Requirements:

- Previous experience in transactional procurement a plus but not mandatory
- Comprehensive understanding of Company Procurement and ERP Systems.
- Advanced communication skills in English and potentially other language
- Effective at cross-functional teamwork
- Ability to interact with operations persons on basic requests
- Ability to work fast and on numerous requests simultaneously
- Fresh Graduates with a Bachelor Degree in Engineering, Economics (or comparable degree)

Interested candidates can send their CV's at Mihaela.Filimon@adecco.com (only suitable applicants will be contacted).