



We, CEPROCS™ Group are a Central European Procurement Consulting Service Company. Focused on procurement services, we are a fully integrated Business Process Outsourcer. Our employees are our largest and most important asset and value great ideas which gives us a strategic advantage and further opportunities. We aim at creating a safe familiar environment with a 100% support on work-life balance.

Open position: Purchasing Specialist

Your tasks:

- Creating and negotiating orders.
- Analyzing data and preparing request for quotation.
- Analyzing the offers and issue the comparison sheet.
- Actively participating in/leading negotiations with suppliers.
- Follow and respond to changing market price trends and availability of materials and services.
- Manage savings targets.
- Look for new suppliers on the international market.

Your requirements and qualifications:

- You have previous working experience in Customer Service, Supply Chain or a related field.
- You are proficient in MS Office Excel, Word, PowerPoint and you worked with data analytics tools.
- You are self-motivated, team player and capable of taking on operational responsibility.
- You are a critical thinker, with great analytical skills and a creative problem solver.
- You have advanced English language skills, French represent an advantage outstanding communication and presentation skills.

What do we offer?

- A fresh and enthusiastic team taking on individual responsibilities.
- Flexible working hours.
- Learning opportunities, adapted to your needs and supporting your growth.
- An attractive salary package: performance-based bonus, sports activities, meal tickets, health insurance.
- Various workshops and team-buildings.

