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Company: Litens Automotive Group

Location: Romania

Category: business-and-financial-operations

Highlight:

Identify the best suppliers of parts and services and negotiate the most competitive prices and delivery terms to ensure smooth operational process.

Job description:

Responsible for providing accurate quotation for goods and services

Conduct research to identify the best products and suppliers in terms of best value, delivery schedule and quality for LAEE

Evaluate potential LAEE suppliers in terms of quality, volumes, sustainability

Manage non- direct supplier relationships for LAEE, in all aspects, including commercial and supply chain management; evaluate contracts, monitor the quality of services or goods provided

Build/ maintain relationships with new/ existing suppliers

May act as site liaison to manage critical shortage, develop strategies on constrained commodities

Manage and approve Purchase Requisition/ Purchase Order system flow; responsible for submitting the PO's with the suppliers according to internal procedure

Work with all departments/ requesters, communicating on service/ good details, quantities,

delivery terms, technical specifications

Manage new vendor form filling in, submitting the data with the Finance department, follow up on supplier registration within the system and inform the requester on the output

Providing volume forecasts to suppliers

Crosschecking with the legal advisor on contract terms

Register suppliers and updating their status in the internal purchasing database

Meet annual KPI's, with focus on: cost improvement, price negotiations, payment terms

Research the market in order to identify potential alternative suppliers

Knowledge Required:

Bachelor's degree

3 years of relevant experience within purchasing or in a related role involving negotiating, identifying opportunities, selecting suppliers and/or implementing contracts

Solid track record of involvement in manufacturing related projects

A background in automotive industry with multinational exposure is a plus

Demonstrated ability to take ownership of issues, to initiate actions, and to make effective decisions;

Demonstrated team player; optimism towards achieving positive outcome and the competitiveness to translate a plan into action

Good negotiation skills

Data analytics skills

Good oral and written communications both in Romanian and English

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