

# Procurement Agent

Accenture is the world's leading provider of sourcing and procurement services, we help our clients design, build and operate high performance procurement organizations through our state of the art and flexible solutions. At Accenture we partner with forward-thinking business leaders, of the world's most dynamic companies across all industries, to transform procurement and drive sustainable changes to their cost structures.

Accenture excels at helping companies build the foundation for long-term growth. We are committed to deliver exceptional service through our exceptional people, and as an employee you'd enjoy a fulfilling career in an innovative, trusted and friendly environment where challenging and interesting work is part of daily life.

At Accenture you will be a member of procurement teams bringing value to world's top companies, working in international environment, improving you language skills via daily communication with the clients and colleagues from all over the world, without a need to travel from your home.

At the same time Accenture as a global organization provides a large scale opportunities to work not only from Bratislava but also from various interesting locations all over the world.

## Why this job:

Your Procurement Operations Career path integrates the various purchasing functions ranging from processing of procurement requisitions of the clients, procurement enablement of catalogs, new suppliers and supplier contracts, reassuring a flawless supply chain process, strategic buyer activities such as sourcing and auction services up to specialized category and market analytics and procurement transformation activities to improve total procurement value for client's organization. You will grow your personal career based on your current procurement proficiency level and willingness to further develop your knowledge and skills within the procurement operations area.

Even in case you are not a

procurement professional yet or coming from different industries Accenture's leading capability development programs will help you to start and accelerate your way to next career levels.

## What will you do:

- Create and maintain partnerships between Accenture, customers and suppliers
- Provide timely, accurate and relevant service related information in order for them to be delighted
- Solve problems largely by precedent with referral to detailed instructions/procedures
- Ensure the continuous improvement of business outcomes utilizing best practices available and innovative environment

- Gain full scale of knowledge and thus be able to recommend the most appropriate solution for the customer and answer client's inquiries
- Validate and verify requisition is completed based on agreed procedure and ready for submission to preferred supplier(s) based on instructions for Procurement team
- Receive & analyze vendor response
- Finalize requisition with updated requirements and information per agreement with supplier
- Create Purchase Orders based on the client's policies
- Follow up on urgent goods deliveries (to ensure goods are delivered in desired delivery date not harming client's production)
- Help client's requisitioners or

approvers to successfully follow compliant buying channels and educate them to follow the best practice process in order to improve the quality and efficiency of procurement process in the future

- Proactively identify opportunities to improve and refine the content of the category cards
- Regular checking of requisitions in the respective databases, preparation of documentation materials for the client communication as well as internal use, check of the created Purchase Orders

### The ideal candidate will have:

- Good written and spoken German
- Good written and spoken English
- Microsoft Office on user level
- Good communication skills
- Proven ability to work on own initiative
- Innovative thinking to deliver and improve Client service
- Ability to build and maintain relationships with key clients, team members and colleagues
- Proven ability to work on own initiative

### Place of Work:

Bratislava

### Type of Employment:

full-time, unlimited contract

### Employment start date:

Upon Agreement

### Have you found yourself in the profile?

Do you have these skills? Do you like working in a team? You have a great opportunity to join Operations part of Accenture and

become part of the global leader.

### Brief description of the company

### Who are we?

Accenture is one of the most respected brands in the business world. We are a global leader in Management Consulting, Systems Integration, Software Development and Management and Business Processes Outsourcing. Our clients include the world's largest companies and we advise them what to do to obtain higher revenues, lower costs and to have more satisfied customers.

Become part of our Outsourcing Services. Our aim is not only to ensure the operation of key business functions, but also constantly seek opportunities to improve them and thus help our clients achieve better results in comparison with their competitors.

Do you like working in a team? Would you like to have large and prestigious companies as your client, including 89 Fortune Global 100? Would you like to have the possibility of long-term professional development and career advancement based on your performance review? Right now you have a great opportunity to become part of the global unit.

### What will you get?

- Friendly young team
- Subsidized meal vouchers
- Special package of banking products
- Development trainings and courses
- Recommend-a-Friend - get a bonus in the employee referral program
- Contribution to pension plan
- Wedding and new baby bonus
- Paid overtime and overtime vacation
- Loyalty bonuses

- Three sick days per fiscal year
- Sick leave compensation
- Universal pass vouchers on a monthly basis
- Swimming pool and sauna
- Teambuilding activities
- Diners club - private credit cards

### Are you Interested?

Please send us your CV or register online on our web site. After receiving your CV we will review it and respond to you in the period between 7 to 21 days. In case you are going to be rejected, we will keep your CV in our database for possible contact in the future. If you are matching the requirements of this position, we will invite you for a personal interview. Please send your CV to email address or: If you are interested to know more, please visit [www.accenture.sk](http://www.accenture.sk).

### Please apply:

- Veronika Gandzalova,  
[bpo.recruitment.sk@accenture.com](mailto:bpo.recruitment.sk@accenture.com)

We are grateful to all candidates that are willing to work for our company, but we will contact only those who fit our requirements.

Copyright ©2016 Accenture  
All rights reserved.

Accenture, its logo, and  
High Performance Delivered  
are trademarks of Accenture