



## Contractor Junior Buyer

### Job description

Contractor Junior Buyer

#### In your new role you will:

- Take responsibility of procurement of assigned indirect categories.
- Generate POs in SAP and ensure on time releasing to vendors.
- Manage vendor creation process.
- Proceed and maintain documentation, e.g. contract signature arrangement, distribution and filing.
- Support on one SAP roll-out.
- Coordinate internal/external meetings, workshops and events.

### Profile

#### You are best equipped for this task if you have:

- Bachelor degree in Supply Chain/business or related disciplines.
- Good at English in written.
- Knowledge of MS Words, PowerPoint and Excel.
- At least 2-year of experience on procurement.
- Work experience at any multi-national company will be a plus.
- Any Other Special Skills / Attributes :cheerful personality, professional attitude, mature; good planning and organization skill; able to handle multi-task and work under pressure; willing to support others.

### Benefits

- **Shanghai, :** Coaching, mentoring networking possibilities; Wide range of training offers & planning of career development; International assignments; Different career paths: Project Management, Technical Ladder, Management & Individual Contributor; Flexible working conditions; Medical coverage; On-site social counselling and works doctor, in Wuxi only.; Provision of health tips, health knowledge sharing, annual medical check; Employees in Shanghai are entitled to use a gym located close to the office for free; On-site canteen, in Wuxi only.; Private insurance offers in some sites.; Wage payment in case of sick leave; Corporate pension benefits in some sites.

### At a glance

Location: **Shanghai, (China)**  
Job ID: **72162**  
Start date: **as soon as possible**  
Entry level: **1-3 years**  
Type: **Full time**  
Contract: **Permanent**

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