



Trizma Smartsourcing is the leading BPTP company with headquarter in Serbia. Trizma is serving over 43 clients around the clock in 17 major international languages and operating through our cost and energy efficient state of art service locations. Our mission is to work closely with our clients in order to discover, develop and deliver services based on integrity and trust. Trizma sustainable guarantees are:

- ✓ More than 12 years of progressive long-term growth
- ✓ Direct access to leading innovative technologies and highly educated talent pool
- ✓ International delivery capabilities already supporting key clients across three continents
- ✓ ISO-9001 certified quality standards of operation in a every single business account
- ✓ Regional proximity and business practices expertize guaranteeing client satisfaction

Indirect Procurement Specialist

Position Summary & Key Areas of Responsibility:

The Indirect Procurement Specialist has complete accountability for assigned indirect procurement tasks in terms of the global needs. She/he is responsible for an efficient and customer-oriented service delivery in line with financial, legal and commercial requirements being in compliance with all relevant Aviation Authority rules and guidelines.

Main tasks:

- Ensure the procurement and stock management of non-aircraft material mainly related to the tools, shop equipment, as well as services (indirect spend) according to the requirements of the relevant requesters
- Support global strategic procurement with administrative tasks (e.g. data management in the system)
- Ensure that the target savings are realized
- Efficiently manage the sources of supply in order to ensure total commercial leverage with fewer suppliers
- Negotiate the pricing, business terms and conditions with the suppliers ensuring timely delivery and risk avoidance
- Ensure monitoring of all commercial and legal contractual terms as well as ongoing monitoring of the pricing structure
- Continually develop product and supplier market knowledge
- Ensure that the procurement processes are in compliance with required quality standards and purchasing policies

Candidate profile and qualifications:

- University degree
- 3+ years of working experience in operational procurement and purchasing
- Working experience in an international environment would be desired
- Experience in Project Management would be desired
- Proficiency in English, good command of German would be strongly desired
- MS Office skills required, SAP skills desired
- Strong communication and negotiation skills
- Goal-driven and service-oriented personality

Trizma is offering:

- Long term employment opportunity for best performing candidates
- Performing services for a multinational company
- Dynamic and responsible position
- Chance for a professional and personal development
- Advancement opportunity