



## **Job offering**

- **Procurement Contract Manager**

### **Main Activities**

- Procure logistics services for GSCO clients, continuously generate savings
- Perform Requests For Information, Requests For Quotation, and Benchmark processes among the suppliers, based on the criteria set by the Customer
- Propose changes to the supplier network as a result of the RFQ/RFI process
- Propose savings initiatives, including benchmark, change of network, or process improvements to reach the yearly savings targets
- Lead supplier selection processes, negotiate terms and conditions
- Identify, select and evaluate existing or new suppliers
- Provide and perform the financial analysis of the supplier quotation, or ensure analysis is done according to GSCO standard when performed by other services (BOE)
- Negotiate prices, terms and conditions with suppliers
- Ensure that all necessary management and legal approvals are obtained before rates approval and contract signature
- Maintain the relationships with the selected suppliers and ensure performance provided is according to GSCO expectations
- Monitor performance of suppliers and take corrective actions to ensure compliance with contract terms and conditions, especially with regard to prices, completion of service according to SOW, invoice payment
- Communicate regularly with suppliers through periodical business reviews
- Inform suppliers of all company developments and procurement strategy changes
- Obtain information from suppliers about their new capabilities/changed business environment
- Coordinate the requirements of suppliers and project team to resolve issues
- Support in defining and maintaining the procurement strategy and reflect any changes in the supplier contracts
- Maintain updated the Supplier Strategy document, in accordance with GSCO strategy, WW Procurement and supplier strengths
- Manage the change requests from the client for the contract (change request management process) – provide procurement input
- Participate in regular meetings with suppliers
- Analyse, assess and negotiate change requests

- Ensure that necessary actions are taken at contract expiry (lead extension negotiation or run RFQ process, as appropriate)
- Keep the contract database(s) duly updated
- Ensure up-to-date information and alignment between the different databases
- Provide input for management reports (spend, savings etc.)
- Adhere to the procurement guidelines and actively participate in any audit process
- Reporting any deviations following the agreed process
- Support internal / external parties / departments / institutions with relevant documentation for related audits and business control upon request
- Training team members within his/her scope of work
- Complying with and implementing within his/her scope of work company's and clients' policies and procedures, Code of Ethics, ISO, LEAN; IIP standards
- Taking actions in order to provide added value and optimize supply chain processes within group, company and client in order to achieve satisfactory service

#### **Candidate's profile**

- Preferable (but not limited to) Faculty of Transport and Traffic Engineering, Faculty of Economics, Faculty of Organizational Science, or similar
- Two to four years of work experience in similar role
- Well-developed organizational skills, team work
- Stress management, multitasking
- Strong analytical skills, problem solving skills
- Good communication skills
- Advanced user of Microsoft Excel
- Advanced knowledge of English language

**Application deadline:** 30.12.2021.

**Location:** Belgrade

**Submit your CV:** [vanja.dimitrijevic@geodis.com](mailto:vanja.dimitrijevic@geodis.com)