

**Procurement Specialist, oversight to Business Analyst Role**

**Department: Procurement**

**Reports to : Director of Procurement**

**JD**

- **Assisting in building Contractual dtb connection in SF (and/or procurement management module)**
- **Maintain and update the supplier database, including contact information, escalation manuals and product specifications, and performance evaluations.**
- **Handle administrative tasks such as filing, copying, and responding to emails.**
- **Perform data entry tasks and maintain high levels of data integrity.**
- **Resolve discrepancies between purchase orders and supplier invoices, liaising with finance and suppliers to correct errors and ensure accurate billing**
- **Perform 3<sup>rd</sup> Party Service updates which don't require contract negotiations**
- **Process administrative tasks related to Procurement internal process and data clarity**
- **Assist across Procurement team with procurement administrative tasks**

**Additionally**

- **Support technology teams in translating business requirements to detailed stories/tasks for development teams to deliver business functionality.**
- **Assist business shareholders with testing of system changes and analyze data flows for process improvement opportunities.**
- **Partner with Product Owner on product vision, requirements definition, and capability mapping to ensure requirements align with business unit processes and needs.**
- **Partner with business shareholders in the development of business cases**

**English, 6 temporary role, start immediately, accept also international students**

**At minimum 2 days a week – 16 hours, if possible more**

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