

## IT Vendor Analyst

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Company: Philip Morris International

Location: Poland

Category: business-and-financial-operations

MAKE HISTORY WITH US! At PMI, we've chosen to do something incredible. We're totally transforming our business and building our future on one clear purpose – to deliver a smoke-free future. With huge change, comes huge opportunity. So, wherever you join us, you'll enjoy the freedom to dream up and deliver better, brighter solutions and the space to move your career forward in endlessly different directions. We are seeking a skilled and motivated IT Vendor Analyst to join our team. As a key member of our organization, you will play a crucial role in optimizing vendor relationships, ensuring efficient service delivery, and driving cost-effective solutions. If you thrive in a dynamic environment and possess the necessary expertise, we encourage you to apply. JOIN US! WHO ARE WE LOOKING FOR?

- Service Management Expertise: A solid understanding of Service Management best practices, including certification in common industry frameworks such as Agile/SCRUM and ITIL (SNOW).
- Technical Skills: Proficiency in MS Excel and MS PowerPoint is essential.
- Leadership Abilities: Demonstrated leadership skills, with the ability to inspire, influence, and provide guidance.
- Proactive Approach: A proactive mindset to drive end-to-end processes and solutions.
- Independence and Initiative: Ability to work independently with minimal supervision.
- Attention to Detail: Strong attention to detail and effective problem-solving abilities.
- Effective Communication: Excellent communication and writing skills, with the ability to collaborate cross-functionally and engage with various stakeholders.
- Continuous Learning: Willingness and eagerness to learn both within and beyond the current domain.
- Vendor Risk Assessment: Experience or understanding of vendor risk assessment.
- Qualtrics Proficiency: Familiarity with Qualtrics software for creating online surveys is advantageous.

Time Zone Flexibility: Willingness to work with stakeholders across different time zones..

WHAT WE OFFER YOU? • Private medical and dental care, life insurance• Lunch card (Sodexo)• Hybrid work opportunity and flexible working arrangements• Employee pension plan• Multisport program• Cafeteria program• Wide range of trainings, optional language classes, further education and professional qualification support possibility• Free bike and car parking for all employees HOW CAN YOU MAKE HISTORY WITH US? • Conduct and review vendor assessments and risk analyses. • Develop and implement vendor management policies and procedures. • Identify areas for cost optimization and vendor consolidation. • Engage with vendors, review contracts, and ensure adherence to Service Level Agreements (SLAs) and agreements. • Provide support to the organization in resolving vendor/supplier-related issues. • Act as the liaison between customers and vendors/suppliers. • Maintain strong relationships with internal and external stakeholders. • Organize surveys to evaluate services delivered by vendors/suppliers. • Lead projects within the Vendor Management Office. • Participate in governance meetings to discuss service management topics and issues. Please note that only online applications will be taken into consideration. Only selected candidates will be contacted.

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