

## Junior Vendor Cost Coordinator

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Company: NielsenIQ

Location: Warsaw

Category: business-and-financial-operations

### Job Description

The role of Junior Vendor Cost Coordinator involves offering consultative advice to our commercial teams in their dealings with clients. They also provide guidance to the research teams on fielding methodologies and panel feasibility and offer ongoing support to panel partners throughout the project's life cycle. These efforts contribute to the smooth running of projects, ensure profitability for our company, and result in the delivery of useful data to our clients.

### RESPONSIBILITIES

Manage bid requests and allocate work to suitable suppliers, based on the client's requirements and study methodology particulars.

Accurately manage feasibility, consult on missing/inaccurate information, flag watchouts.

Exhibit precision in utilizing scheduling, bidding, and project management tools (Bowtie, Bid Tool etc.).

Actively consult with commercial teams on project details and provide recommendations and act solution-oriented in resolving feasibility issues and take a proactive approach to identify high-priority studies and collaborate with internal teams to ensure their successful execution.

Lead communication on project decision/changes, in a timely manner. Work closely with internal partners across Commercial and Operational teams to deliver high-quality study execution, ensuring set deadlines are met.

Ensure that vendors understand and follow best practices as set forth by leadership and provide feedback to vendors and internal leaders as appropriate.

Work as a team regionally and globally by taking on shared tasks such as vacation coverage, etc. if needed.

Contribute to team discussions and non-production value added projects beyond the 'normal' project specific work.

Provide ongoing recommendations on how to improve daily workflow (reduce touch time, cycle time, address pain point in cooperation with other teams).

### **A little bit about you:**

As a skilled problem solver, you take pride in your ability to manage diverse inputs and provide user-friendly, data-driven recommendations to our internal teams. You are passionate about working in a diverse and inclusive team and are dedicated to delivering innovative solutions that meet our clients' needs. Moreover, you have a strong desire to continuously learn and improve your skills.

### **QUALIFICATIONS**

Bachelor's degree

Preferably minimum 1-2 years of experience

Strong Business English knowledge, both verbal and written

Knowledge of Microsoft Office and databases

Attention to detail

Customer service skills

Multi-tasking skills

Ability to handle stress well

Strong organizational skills

Assertive, but flexible and positive attitude

Ability to work Individually as well as in a Team environment

## **WE OFFER:**

Benefit package: Multisport card, private medical coverage Medcover, life insurance,

Benefit platform allowing to purchase cinema and theater tickets,

Additional days off and recognition of special moments in your life,

Stable working environment with employment contract,

A possibility to create individual career paths, additional training,

A possibility to engage in charity actions and participation in numerous social activities organised within the company,

Modern office in a great location, next to Dworzec Gdański metro station,

Work in a mixed system: part of the week you work from home (home office), a part from the office. Therefore we provide all the necessary equipment to perform your duties from home.

Additional Information

### **About NIQ**

NIQ is the world's leading consumer intelligence company, delivering the most complete understanding of consumer buying behavior and revealing new pathways to growth. In 2023, NIQ combined with GfK, bringing together the two industry leaders with unparalleled global reach. With a holistic retail read and the most comprehensive consumer insights—delivered with advanced analytics through state-of-the-art platforms—NIQ delivers the Full View™.

NIQ, is an Advent International portfolio company with operations in 100+ markets, covering more than 90% of the world's population. For more information, visit [NIQ.com](https://www.niq.com).

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### **Our commitment to Diversity, Equity, and Inclusion**

NIQ is committed to reflecting the diversity of the clients, communities, and markets we measure within our own workforce. We exist to count everyone and are on a mission to systematically embed inclusion and diversity into all aspects of our workforce, measurement, and products. We enthusiastically invite candidates who share that mission to join us.

We are proud to be an Equal Opportunity/Affirmative Action-Employer, making decisions without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability status, age, marital status, protected veteran status or any other protected class. Our global non-discrimination policy covers these protected classes in every market in which we do business worldwide.

Learn more about how we are driving diversity and inclusion in everything we do by visiting the NielsenIQ News Center:

*NIQ or any of our subsidiaries will never ask you for money at any point of the recruitment or onboarding process.*

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