

Site Procurement Manager, Site Procurement Operations

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Company: Amazon Fulfillment Poland sp. z o.o. - D15

Location: Gorzyce

Category: other-general

Do you want to join a fast paced Global Procurement Organization team focused on Amazon Operations? By joining the Site Procurement Operations Team, you have the opportunity to lead and deliver strategic Procurement projects for our internal Business Partners, at local, regional, national, and european level.

As a Site Procurement Manager, you will work in a team environment with Internal Amazon stakeholders, diverse Procurement peers, and external vendors, to procure value-adding solutions to the Business. You will be joining a cross-functional team within one of our logistics sites, acting as a strategic Business Partner.

You will drive continuous improvement, innovation, prevent legal and supply risk, and sustainability through your Procurement missions.

Key job responsibilities

- Understand the business needs and ensure the requirements are justified, analyzing and making recommendations to the business. Manage complex projects with high spends, risks, confidentiality, and time constraints, in ambiguous environment, across multiples sites;
- Build effective stakeholder relationships, ensuring a high service level in terms of analyzing the scope of work, negotiating with vendors on cost, lead times and other key elements for local, regional, country-wide, and Europe-wide projects;
- Utilize various applications and systems to provide accurate metrics, reporting, and data incl.

supplier performance metrics. Use and enhance the available tools to analyze opportunities and risks on spends, categories, vendors, legal aspects;

- Lead the Site Procurement Operations Process, from needs detection and definition, to contracting and implementation follow-up, going through sourcing, suppliers due diligence, negotiation, risk assessment, etc, using Coupa (ERP) and other tools. Deliver complex RFI and RFQ across multiple sites, BUs, and possibly countries;

- Create and execute contractual agreements such as Work Orders and Master Supply Agreements, driving contract compliance from vendors. Deliver contracts from A to Z mastering CLM (Contract Life Management);

- Execute and support national and EU-wide procurement projects and initiatives (tenders, cost optimization, sustainability, process improvements etc.), proactively collaborating with other Global Procurement Teams such as Category and partnering with Finance;

- Manage and ensure governance on Supplier Performance to ensure a high service level in terms of lead time, quality & maintenance, following-up contracts. Lead and support MBR/QBR where required and as agreed with Supplier Management Pillar and Categories. This also includes making sure the overall invoicing and payment process is running correctly for Amazon and the Vendors, taking corrective and preventive measures where needed;

- Act as Subject Matter Expert (SME) for a local category to identify and seize savings opportunities, perform spend analysis and support a strategy definition for the country network. Deliver additional monetary value by using more complex cost/revenue management leverages (operational savings, revenue generation, warrants, long term contracts);

- Work with internal stakeholders to understand the needs of the business and embed Amazon's sustainability goals and processes by reducing waste, re-using materials and ensuring CSR compliance. Proactively contribute to strategic EU-wide cross-functional teams and initiatives (with GPSS, Category, EU SPO Functional improvement Pillars);

- Meet targeted Key Performance Indicators to deliver value for the business such as savings, financial metrics, sustainability and maintaining compliance against these categories;

- Be an ambassador by ensuring full compliance with the company Spending & Transaction policy, educating and driving the correct behaviors of business stakeholders towards internal procurement policy handbook. Customers are internal stakeholder departments such as Operations, Finance, Engineering, legal etc. Lead MBR and QBR with main internal and external stakeholders (GM, Change, RME, Vendors);
- Act as Country SME for a large category and/or have the ability to extend SME responsibilities to EU scope level;
- Provide trainings to the other Buyers on functional skills.

About the team

Operations sits at the heart of the Amazon customer experience. We look after everything from the moment a customer clicks buy, to the moment their item is delivered – from desktop to doorstep. Across Europe we have more than 50 fulfilment centres, hundreds of delivery stations, thousands of machines, and tens of thousands of employees, all working together in harmony to make sure the right item gets delivered to the right person, in the right place, at the right time. In our buildings, millions of items are picked and packed by our employees every year.

And on the road, our teams and partners work hard to make sure we get our customers what they want, when they want, wherever they are. We put the safety of our people above everything else, working in a modern, engaging environment as part of a team that welcomes individuality and diversity.

The culture in our Operation is built on the way our teams bond and a work ethic that helps our business run like clockwork. We take real pride in a job well done, looking out for each other as we play our part in delivering the quality service Amazon is known for around the world.

Regarding the team, The Site Procurement Operations team (SPO) works collaboratively with internal stakeholders and external suppliers to provide procurement support and solutions. This pillar sits at the heart of site operations and works with local stakeholders to deliver procurement solutions to complex on-site projects.

We are open to hiring candidates to work out of one of the following locations:

Gorzyczki, POL

BASIC QUALIFICATIONS

- Bachelor's Degree with Procurement or Supply Chain or significant Procurement experience,
- Relevant experience in a Procurement environment,
- Proficient computer literacy in MS office suite,
- Qualifications and/or experience in sourcing, contract management, or equivalent role,
- Negotiation skills (internal and external)
- Contract management skills
- Highly proficient in spoken and written English and in local language.

PREFERRED QUALIFICATIONS

- Degree with Procurement or Supply Chain focus.
- Experience working in a large, global, highly matrixed organization.
- If no Procurement-related degree (or on top of it), CIPS/EIPM accreditation or equivalent functional knowledge or accreditation.
- Experience of ERP (SAP/Coupa)
- Ability to manage multiple complex and simultaneous projects requiring frequent communication, organization, time management, analysis methodology, and problem-solving skills.
- Ability to work in a large, global, highly matrixed organization.
- Highly self-motivated and customer-centric.
- Supplier Relationship Management.
- Able to demonstrate problem-solving and analytical competence, with the ability to identify complex issues, develop & deliver solutions.
- Ability to effectively manage stakeholders across multiple business functions, sites, regions, and business units.

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