

Vendor Specialist

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Company: Noble

Location: Gdańsk

Category: business-and-financial-operations

Our Noble Drilling Gdańsk office, which appeared on Tricity map in 2019, is designed to deliver the highest level of services to our Rigs located around the world. Joining us, you will become a part of our team of more than 200 colleagues, all of whom are dedicated to support our fleet, delivering services such as: Finance, Supply Chain, Logistics, Inventory Management, Category Management, Global HR (Crewing, Training, Manning, Employee Cycle, Local HR), Offshore IT, Local IT, Technical HUB, HSSEQ.

You will be working in an environment full of opportunities to grow, where you will feel valued and trusted.

As the Vendor Specialist, you will play a pivotal role in overseeing and optimizing our relationships with external vendors while ensuring effective management of contracts throughout their lifecycle. You will be responsible for the effectiveness and accuracy of vendor onboarding including the compliance with internal controls and SOX compliance.

Your responsibilities

Following and adhering to all company approved vendor onboarding process strategy aligned with organizational goals to support operational needs while aligned with supply chain procedures

Onboarding new vendors, ensuring they meet the company's standards and requirements.

Communicating with vendors, fostering collaboration and open communication and liaising with internal stakeholders

Monitoring vendor performance and compliance with contractual agreements, addressing any issues promptly and communicating with Category management and Supply Chain Operations

Developing and implementing means of monitoring vendor onboarding cycle time, vendor base efficiency and effectiveness

Escalating vendor onboarding concerns to Manager Vendor master as needed

Liaising with IT periodically to ensure vendor base is cleaned according to company policy

Our requirements

Bachelor's preferred

Three (3) to five (5) years of Vendor onboarding, management

Expert in analyzing data to identify trends, opportunities for improvement, and areas of risk.

Excellent negotiation, communication, and interpersonal skills.

Ability to analyze data, identify trends, and make informed decisions.

Demonstrated leadership and team management skills.

Detail-oriented with strong organizational and project management capabilities.

What we offer:

Great opportunity to work in an international company that values employees and provides right environment for right people

Hybrid work (3 days from the office, 2 days from home)

Chance to contribute in the high-level service provided to our rigs global

Private Medical Care

Life Insurance

Integration Events

Retirement Pension Plan

Pre-Paid Cards

Christmas Gifts

Foreign Language Classes

Development Program

Company Social Fund

Psychological Care

Sharing the cost of MultiSport Card

This job position is open in Poland - candidates must have current legal authorisation to live and work in Poland.

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