



GEP (Global eProcure) is a leading Strategic Sourcing, Procurement and Supply Chain Consulting firm with corporate headquarters in NJ (U.S.) and offices in LA, Prague, London, Shanghai, Hyderabad and Mumbai. We offer solutions and services that help reduce the Procurement costs and significantly improve profit margins of our clients, who include Fortune 500 companies in the US and Europe.

GEP is looking to hire fresh talent pool for its Prague operations, for a Procurement Outsourcing Project that spans across various functions of Supply Chain Management, including Strategic Sourcing Support, Supplier Management, Spend Analysis, etc.

Position in scope: Sourcing Analyst.

Job Responsibilities:

Supplier Management role

- Supplier profiling – research , pre-qualification
- Supplier financial risk assessment – DNBI, CreditReform, suppliers statements
- Supplier performance evaluation – qualitative evaluation of suppliers thru GEP suite

Sourcing Support role

- Daily communicating with clients to understand their procurement need
- Drafting/recommending strategy for tenders or benchmarks
- Analyzing historical data for volume forecasts and price comparisons
- Conducting RFI/RFP/ RFQ events and auctions and creating result evaluation overviews
- Providing negotiation support for clients
- Daily communicating with suppliers during all events

Requirements:

- Minimum Bachelor's degree. Fluent German (written and oral) is a MUST.
- Good Analytical and Problem Solving skills.
- 6 months + of job experience preferred.
- Good communication and presentation skills. Comprehensive knowledge of MS Word, Powerpoint and Excel is a must.
- Ability to learn quickly, adapt and apply. Flexibility and multi-tasking ability. Team player and an individual contributor.

Why choose GEP?

GEP offers a fast-paced, entrepreneurial work environment with unlimited potential for professional and personal growth. Through the Analyst position, candidates will build project and client management skills and further develop their analytical, communication and presentation abilities. For more insights of our company, please visit the company website www.gep.com