



Saracakis Group of Companies, with 95 years leadership presence in the automotive sector, is seeking to hire for the Finance Department a:

BUYER / PROCUREMENT COORDINATOR

(REF. SB 01)

The position will report to the Finance Director

Responsibilities:

- Manage Purchase Orders of indirect spending effectively, to ensure they consistently meet the requirements of the business.
- Review purchase requisitions for proper authorization.
- Confer with vendors to obtain product or service information, such as price, availability, and delivery schedule.
- Review bid proposals and negotiate business/ service agreements and financial terms, according to company's policies and procedures.
- Handle Contracts
- Monitor and update vendors' database in order to ensure best value for money agreements
- Evaluate vendors' performance.
- Ensure prompt delivery of products and services.
- Maintain procurement records, such as items or services purchased, costs, delivery and product quality.
- Monitor market trends and competitors' strategies.
- Maintain relationships with vendors to ensure good, reliable sources of supply and information.
- Perform special projects as required, in collaboration with other departments.
- Participate in budgeting of indirect spending.
- Issue and implement procurement processes.

Skills Required:

- A Master's degree in Business Administration / Finance (MBA preferred)
- Minimum 2-3 years' experience in Procurement policies & procedures
- Track record of procurement / buying terms negotiation skills
- Excellent communication skills
- High level of confidentiality, integrity
- High level of computer literacy, including:
 - Excellent command of Excel spreadsheet modeling
 - MS PowerPoint, Word, and Outlook
- Experience with ERP systems would be a considerable asset
- Fluent English language skills (written and spoken)
- Military obligations fulfilled (for male applicants).

Our company offers:

- Competitive compensation package
- Continuous training and prospects for growth and development in a human-centered and friendly working environment

Candidates are requested to send their CV to the following address stating the position code:

hrdpt@saracakis.gr

All applications are considered strictly confidential