

<b>Date:</b>	<b>2022-09-08</b>
<b>Position Level:</b>	<b>Mid-Level</b>
<b>Industry:</b>	<b>Real Estate</b>
<b>Function:</b>	<b>Administration</b>
<b>City / Country of Origin:</b>	<b>Multiple</b>

**Position Title: Procurement (Workplace Services)**

<b>Job Description:</b>	<p><b>Knowledge, Skills, and Abilities:</b></p> <ul style="list-style-type: none"> <li>• Expert in category management and sourcing execution as well as project management and planning.</li> <li>• Good knowledge of procurement and category strategy development and conveyance.</li> <li>• Proven knowledge in sourcing and procurement methodologies and concepts.</li> <li>• Proven knowledge of the Regional Workplace industry and commercial models.</li> <li>• Strong in analytics and the ability to analyze specifications and influence demand.</li> <li>• Very strong in stakeholder and relationship management as well as supplier management.</li> <li>• Strong in risk and compliance management as well as supplier management.</li> <li>• Strong capability to independently interact throughout the broader organization.</li> <li>• Strong analytical, presentation, communication, interpersonal, and influencing skills.</li> <li>• Strong knowledge of procurement tools content and data analysis.</li> <li>• Project and process management knowledge and experience.</li> <li>• Forward, out of the box thinking and an innovative, disruptive, and open mindset.</li> <li>• Action oriented and solution minded team player with high degree of self-management.</li> <li>• Ability to manage multiple projects, adopt a flexible approach, and prioritize tasks appropriately.</li> <li>• Comfortable navigating in a multicultural environment.</li> <li>• Strong negotiation skills on both commercial as well as contractual.</li> </ul>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• A Bachelor`s degree or a minimum of 10 years equivalent work experience, specifically within the areas of procurement, Workplace (Facility services), Real Estate.</li> <li>• A minimum of 8 years` experience in the Facilities services/management and Corporate Real estate, Project and Fit-outs industry and solid procurement background.</li> <li>• A minimum 3 years of experience working with senior executives to implement and manage initiatives in a highly complex matrix organization.</li> </ul>

<b>Pref. Certifications:</b>	N/A
<b>Minimum Education:</b>	BA/BS/Undergraduate
<b>Minimum Experience:</b>	10+ Years
<b>Required Travel:</b>	< 10%