



Junior Purchase & Contract Specialist with French

Workplace: 061331, Bucharest

Apply online!

What to expect:

- Launching invitations to tender
- Analysing and evaluating commercial proposals
- Creating orders in SAP
- Supporting operational staff throughout the purchasing process and ensuring that processes are followed at every stage
- Creating and updating help kits for operational staff
- Assisting operational staff with various tasks: purchase requisition, BSR, etc.
- Directing operational staff to the right processes/tools
- Acting as the interface between the R&AE business lines, Management Control, RGP Purchasing and the Legal Department
- Managing the SharePoint for the R&AE Partnerships and Public Financing Department
- Maintaining a panel of suppliers
- Updating and maintaining the e-attestation platform in relation to the services provided

What you bring along:

- We are looking for a professional who contributes to the overall success of innovation introduction
- Good English and **French** skills are mandatory.
- Analytic mindset with a good capacity for synthesis and attentive to details
- Technical knowledge (especially in automotive) would be helpful and appreciated
- Able to conduct interrogations and analysis in **Excel**
- Able to animate, organize meeting and argue a point of view
- Your technical expertise and your leadership skills will be appreciated
- Strong communication, teamwork skills, open to learn and evolve
- Proficient in MS Word / Excel / PowerPoint.

- To manage the process of committing to CIFRE thesis support contracts, from the formalisation of the contract to its signature, by taking part in all exchanges with the Legal Department, partners and tutors and ensuring that the various stages progress until the order is sent to the partner.

With 53 facilities localized in Europe and in the United States, the Group **BERTRANDT** has been providing development solutions for the international automobile and aviation engineering sector. Every day, more than 12 000 collaborators guarantee extensive know-how, sustainable project solutions and a high level of customer orientation. Bertrandt offers you various opportunities in diverse fields in the automobile sector (bodywork, interior and exterior layout, engine and electronics) and the aviation sector (conception, tests, calculation). Moreover, we are also present in interdisciplinary fields such as project management, quality management, supply chain/industrialization and validation.

What we offer:



Contact:

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