

la prairie group

La Prairie Group with international headquarter near Zurich, Switzerland, associates a premium brand positioned in the high-end cosmetics sector: La Prairie Switzerland. The concentration of the group on research and development guarantees qualitatively first-class, innovative products which are sold in selectively authorized stores. The La Prairie Group internationally is represented by several subsidiaries. With over 1'000 employees, the group is a 100% subsidiary of Beiersdorf AG.

La Prairie Group AG with seat in Volketswil ZH is looking for a

Global Procurement Development & Business support

As a first gate to the entire organization, this challenging position is essential to the Global Procurement team. In a transforming environment, you will be in charge of identifying business needs, building relationships and selling the features and benefits of early procurement involvement as well as supporting the procurement managers on all categories.

This position gives growth opportunities to progress within the Procurement department if the person displays the right skills, dedication and performance.

Responsibilities

Projects:

- Coordinate the incoming requests from affiliates and assess the business needs, risks and level of Procurement involvement necessary
- Provide Procurement support for implementation and execution according to Company and Procurement processes and as appropriate, ensure involvement of Procurement Managers
- Provide Procurement expertise to affiliates on local initiatives
- Structure all incoming requests and feedback on status to the Global Procurement Director

Procurement pivot / Analysis:

- Ensure Procurement good practices: Continuous optimization of Processes, Methods, Performance measurements and archive documents in compliance with Procurement handbook
- Organize Procurement events and build supporting communication tools
- Develop and implement standardized tools, practices and procedures shortening RfP processes and decision making and evaluation time
- Monitor supplier markets / suppliers and establish KPI's
- Conduct Procurement Data & Market analysis / Determine risks and opportunities

Supplier Management support:

- Maintain Vendor Master Data, Purchase Info Record and Purchase orders in SAP
- Address non-conformities to suppliers and follow up e.g. complaints
- Identify and screen procurement suppliers on a global level
- Assist on Supplier biddings, Requests & evaluate results for a supplier decision from a Total cost of ownership concept

Qualifications

- Master Degree (FH) in business administration or Supply Chain Management preferred or equivalent
- 1-3 years' experience in Procurement, preferably in an international environment
- Process & Indirect goods as Procurement experience are a great plus
- Sound knowledge of MS Office (Excel, Ppt, Word), SAP R/3 (MM module)
- Good analytical, communication, organization and negotiation skills
- Eagle eye to detail and accurate as results used for decision making
- Ability to work cross functionally and drive change across all levels of the organization and geographical boundaries and to manage a multitude of projects simultaneously
- Results-oriented, proactive, service-driven person with a good team spirit
- Flexible personality, who is able to work in a dynamic surroundings
- Very good written and spoken English skills and German is a plus
- Travels required from time to time

Admission date

As soon as possible; by agreement

Location

CH-8604 Volketswil, Zürich

If you are interested and curious about this exciting position, please send your application to Mrs. Andrea Fust at andrea.fust@laprairiegroup.ch.

