



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 Manager - Indirects category & Procurement development

The Procurement organization is currently expanding its spend coverage accountability, moving into Indirects. In this transforming environment, you will be in charge of implementing the roll out of the Procurement policies, identifying business needs, building internal relationships, selling the features and benefits of early procurement involvement and developing a Procurement culture and approach towards any expenditure.

As a first gate to the entire organization, this challenging key position is essential to La Prairie Group as you will bring your expertise to your local stakeholders (Finance, Marketing, General Managers...), enabling them to get sustained competitive advantage and maximize value.

Responsibilities

Main assignments / projects:

- Roll out the Procurement policies including training, follow up of local implementation & good execution, connection with IT, etc.
- Manage incoming requests from affiliates and assess the business needs, risks and level of Procurement involvement necessary / Structure all incoming requests and feedback on status to the Global Procurement Director
- Provide Procurement expertise to affiliates towards successful completion in terms of timing, quality and deliveries
 - Strive for value creation, risk limitation and challenge the status quo
 - Support structuring and enriching scope of work in a comprehensive & structured way for suppliers
 - Guide & provide Procurement insights on approach towards suppliers
 - Contribute to the decision making process on selection of suppliers with right capabilities and from a Total cost of ownership concept
 - Potentially participate to negotiation of contracts, master agreements, prices with suppliers
 - Guide affiliates through non-conformities management e.g. complaints
- Identify project opportunities with affiliates and align on saving programs to enable boost of local activities
- Organize Procurement events and build supporting communication tools

Operational tasks:

- Ensure Procurement good practices: Continuous optimization of Processes, Methods, Performance measurements
- Develop and implement standardized tools, practices and procedures shortening RfP processes and decision making and evaluation time
- Identify and screen procurement suppliers on a global level
- Conduct Procurement Data & Market analysis / Determine risks and opportunities
- Maintain Vendor Master Data, Purchase Info Record and Purchase Order in SAP if necessary and archive documents in compliance with Procurement Handbook

Qualifications

- Master Degree (FH) in business administration or Supply Chain Management preferred or equivalent
- 2-5 years' experience in Indirect Procurement is a must, preferably in an international environment
- Good analytical, communication, organization and negotiation skills / Strong at selling ideas to business partners, internally and externally, conveying value creation and communicating it accordingly
- Ability to lead projects, 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 & various cultural environments
- Sound knowledge of MS Office (Excel, Ppt, Word), SAP R/3 (MM module)
- 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 Ms. Katharina Bösch at application@LaPrairieGroup.ch / Ref. Global Procurement Manager

