

POSITION GLOBAL FRAMEWORK

JOB TITLE: PROCUREMENT SPECIALIST CHINESE BILINGUAL

1. DETAILS

Country (Office): MADRID

Department: **Procurement**

Years of Experience: > 5 years

Geographical mobility required: NO

Travel: 15 % of time

Date of Last Review: 11/05/2019

2. MISSION (Main purpose)

The mission is to **analyse project requirements** and **process and respond to price requests (RFQ) with minimum guidance** in accordance to established targets and procedures. He/she possesses **advanced product and technical knowledge** within the categories of products managed and acts as focal point for the Suppliers in these categories, being able to **manage effectively and mostly independently the Supplier relationship** assuring adequate supplier performance.

SOURCING: The Procurement Specialist has a sound understanding of the geographical scope or production and competitive advantages of suppliers from different regions; he/she is able to work independently to source new products and/or expand current supplier pool and product/material range. He/she makes meaningful contribution to the Procurement Division by researching products and supply options and making informed recommendations. He/she is well informed about materials, production processes and different quality options within his/her Categories, understands the implications of recurring situations or external factors and is able to react adequately, inform other team members professionally and recommend possible courses of action. He/she visits trade fairs or supplier premises to scan and audit prospective suppliers according to instructions/needs and provides a full report and a keen professional opinion.

PROJECT ANALYSIS AND COMMUNICATION: He/she receives directly and follows up all Projects within his/her categories, discusses with the Product and Sales team and reaches consensus about products to propose to clients, ensures delivery of samples, analyses and proposes solutions to problems, carries out some more complex price and commercial term negotiations after having discussed with the Procurement Director and agreed on target negotiation outcomes. The Procurement Specialist is able to achieve satisfactory negotiation results with minimum inputs/involvement from the Director. The Specialist delivers full and precise project info and pricing through the ERP system and is able to review own or fellow Buyers' project submissions and send them directly to the Sales team with minimum or no supervision as per established process flows.

ORDERS FOLLOW UP: The Procurement Specialist carries out partially or completely the final negotiations before closing a new purchase contract with minimum guidance from the Director. He/she elaborates the Purchase Order and proposes specific clauses to include on contracts making case-by-case analysis and specific considerations. The Procurement Specialist is responsible for the follow-up supervision of ongoing productions until products are successfully delivered. He/she tackles any problems quite independently and reports or escalates them only if required.

3. MAIN RESPONSIBILITIES (Outline tasks)

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1. Source products and screen suppliers being able to identify independently the sourcing needs and areas of improvement and deliver results
2. Receive and analyse new project requirements and specifications, liaise with other teams to agree on an action plan
3. Participate in ongoing project meetings and proactively provide recommendations and participate in relevant decisions
4. Prepare reliable product specs and RFQs, maintain correct product technical info on the ERP system
5. Send out RFQs and follow up to receive and analyse supplier offers; analyse the Total Cost of products
6. Independently carry on day-to-day communication with suppliers about projects and ensure progress
7. Negotiate medium complexity issues with suppliers, propose/discuss negotiation targets with Director
8. Report to the Director about supplier performance, competitiveness, assessment of capacity, risks, etc
9. Recommend pricing options and finalize projects independently
10. Escalate issues whenever required
11. Work independently to find solutions for providing samples, order samples and ensure timely delivery.
12. Submit fully reliable product and pricing info through the ERP system
13. Assist other team members with the Review of their submissions as per defined process flow
14. Assist other team members with recommendations/guidance for their projects if required
15. Coordinate specific quality/certification requirements with Quality Department and ensure compliance of selected supplier and product
16. Assist the Quality Department to understand the full final specifications and help to establish adequate quality standards for finished products.
17. Elaborate and send purchase orders and follow up to ensure timely production
18. Liaise with Logistic department to inform agreed delivery times
19. Process supplier invoices and submit to Accounting
20. Research new items/materials proactively
21. Act as Project Lead for specific Procurement projects as assigned by the Director, delegating tasks and managing deliverables and deadlines

4. COMPETENCES & SKILLS

- Strong supplier relationship and supplier engagement skills
- Intermediate/advanced negotiation skills
- Ability to multitask and work against tight deadlines
- Decision making (medium complexity)
- Interpersonal skills and empathy
- Analytical thinking (medium/high complexity)
- Strong organization skills and project management skills (intermediate)
- Teamwork
- Know-how in the area of products/materials assigned
- Aptness with numbers/calculations
- Experience with Asian Suppliers highly desirable

5. ACADEMIC SKILLS REQUIRED

Bachelor Degree

6. LANGUAGES AND LEVELS REQUIRED

LANGUAGE	WRITTEN	ORAL	READING
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ENGLISH mandatory	PROFICIENT	PROFICIENT	PROFICIENT
SPANISH desirable	PROFICIENT	PROFICIENT	PROFICIENT
CHINESE mandatory	PROFICIENT	PROFICIENT	PROFICIENT

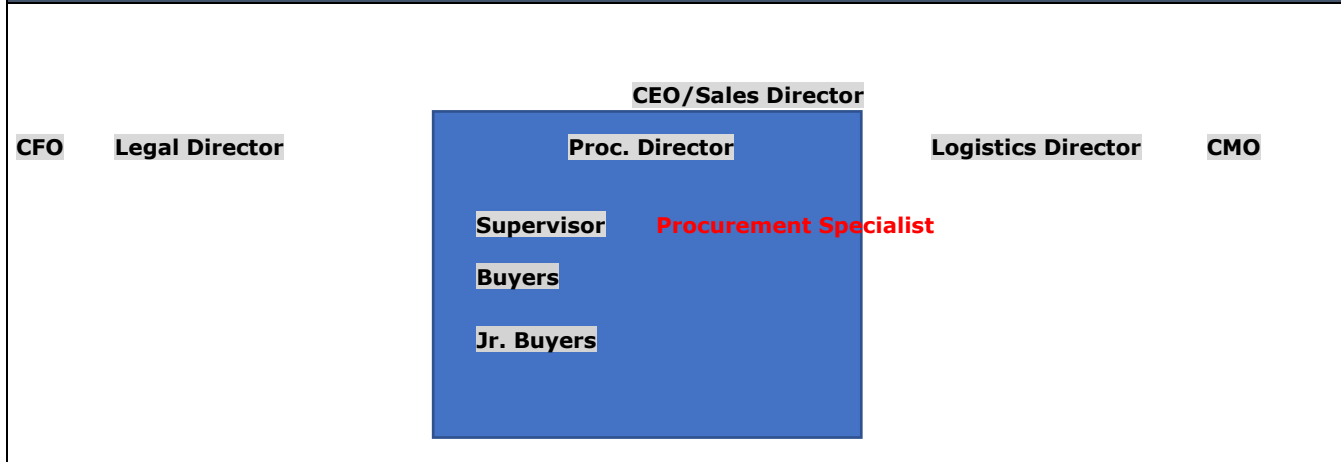
7. IT SKILLS	
SOFTWARE	LEVEL
MS OFFICE WORD	ADVANCED
MS OFFICE POWERPOINT	INTERMEDIATE
SALESFORCE	(CAN BE LEARNED ON THE JOB)
MS OFFICE EXCEL	INTERMEDIATE

8. HIERARCHIES	
Immediate Superior <div style="text-align: right;">Hierarchically Functionally</div>	Procurement Director
Direct Collaborator(s) <div style="text-align: right;">Hierarchically Functionally</div>	Business development team, Sales Team, Design team, Logistics team, Quality team, Finance & Accounting team, Procurement team colleagues

9. FUNCTIONAL RELATIONS
<p>Internal relations (Which departments)</p> <p>Procurement Director (reporting) Procurement Team (other Buyers, Supervisors) Design (Product development, studying of technical solutions, project planning and execution) Sales (project coordination, bids for tenders) Business Development (Project coordination, bids for tenders) Logistics (Project costing – logistic costs, day-to-day operations) Finance and Accounting (payments to suppliers) Quality (Policies, framework, compliance, process definition, goods inspection, product specs)</p>
<p>External relations (Suppliers, clients etc.)</p> <p>Goods and Materials Suppliers (global base) – including some strategic partners Other service suppliers (e.g. goods handling, prototyping, labelling, etc) Fashion/cosmetic brands and/or companies from other industries (e.g. entertainment/licensing) for cooperation on specific projects.</p>

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10. POSITION WITHIN ORGANISATIONAL CHART



11. FINANCIAL & OPERATIONAL SCOPE

Budget	Personnel	Countries
N/A	0	Spain

12. SALARY & BENEFITS

Gross Annual Salary budgeted::

Social benefits:

- Medical insurance: Y
- Company car: N
- Company mobile: TBC
- Company laptop: Y
- Company credit card: N
- Others: TBC