

NEUROSOFT S.A.

Procurement & Administration Manager

(REF_P&A)

Neurosoft S.A., is a leading software, networking and information security provider in financial, telecommunication, transportation, gaming and government sectors, providing solutions and services aiming to increase operating efficiency and security. Listed in the Italian Stock Exchange since 2009, currently employees 200+ highly skilled professionals with in depth expertise in their field.

We have an open vacancy for a Procurement & Administration Manager who will oversee all the procurement, administration and operational functions of the company. S/he will ensure cost efficient use and procurement of resources in accordance with ISO standards and company guidelines. The position reports to the Finance Director.

Main responsibilities

- Identifies potential vendors, cooperates with the operational teams to develop specifications for the products and services, prepares a proposals' analysis and a final recommendation
- Negotiates material and order costs and compiles cost reports for invoices
- Supervises the drafting of contracts and establishes procedures to keep suppliers' documentation up to date and consistent.
- Maintains an up-to-date filing system for all procurement documents (orders, POs, contracts, invoices, suppliers appraisal)
- Ensures ordered services and goods are provided satisfactorily as per the specifications
- Supervises the reconciliation process of the suppliers' invoices for all ordered and supplied goods and services ensuring that subsequent billing for such services is received accurately and on a timely manner
- Prepares WIP and provision reports -adequately supported- on a daily basis to assist in the preparation of the PnL and CF reports
- Manages and monitors office facilities, supplies and assigned support services to ensure their effective and efficient operation and maintenance
- Takes lead in problem resolution related to administrative issues
- Reviews and updates administrative policies and procedures

Main qualifications

- BSc degree in Business Management or equivalent field
- 5-10 years' working experience in office administration, logistics and procurement fields
- Thorough understanding of suppliers payment cycles, procedures and contracts
- Strong planning and organizational skills
- Effective interpersonal and negotiation skills
- Sound analytical and problem solving skills
- Attention to detail
- Proactive and service oriented approach
- Ability to work effectively both independently as well as part of a team
- Proven people managing and developing skills
- Excellent knowledge of the English language, oral and written
- Competency with MS Office applications (particularly Word, Excel, Powerpoint)

We Offer

A competitive compensation package, medical program, a stable and enjoyable working environment, excellent opportunities for professional development, working on leading-edge technology and industry trends.

For more open vacancies check @ www.neurosoft.gr