



## Position: Digital & IT Buyer

### About us

BuyNTech is part of Ad Maiora Group specialized in the procurement consulting services. We are totally customer-oriented, and provide a global, pragmatic, and expert response to the entire value chain and the challenges of the procurement function. Focused on operational excellence, our complete offer (Consulting, Operations, CSR) positions BuyNTech as a global player at the service of the performance. We support our partners on Procurement issues both at the strategic level and in the management of operations.

Our objective: Increase our Partner's profitability and agility through pragmatic solutions.

Our values: Customer oriented, pragmatic, partnership and agility.

### Digital & IT Buyer

As part of the commodity purchasing group you would be working with a team of highly professional purchasers, each with his or hers special area of expertise. Together you will make sure that the department utilize the best supplier base for each commodity and help generate the best possible result for the company.

### Your role

Your main responsibilities in this role will be to lead the end to end Digital / IT products and services sourcing and implementation. It will be within your scope to create and manage the right partnerships internally and with suppliers.

Your Key responsibilities will include the following activities:

- Perform procurement according to strategies that you have defined together with Digital.
- Drive sustainability in the supply chain together with the sustainability team.
- Solve problems involving the relevant cross-functional experts to take the right actions based on insights.
- Review purchase requisitions and identify and select contract/suppliers in accordance with defined strategies and agreements.
- Advise stakeholders on procurement issues, providing support and guidance at all stages of the procurement cycle as well as on modifications in requests. As well, improve collaboration with stakeholders and together towards common goals.
- Track supplier performance through regular and automated tracking of the quality, cost project deliverables across the network

- Define and take corrective actions to improve contracts compliance and continuously.
- Perform necessary market analysis to support the sourcing activity.
- Initiate and conduct supplier evaluations and supplier audits.
- Take an active role in developing and supporting efficient standardized req-to-pay processes, as well as order handling and follow up.

### **Who you are**

To be a great fit for this role we believe that you're a service minded doer with a go-get-mindset. You have strong social abilities and can easily understand internal stakeholders needs. You are flexible and what's most important to you is to find the best possible solution, you'll adapt your way of working along the way. We also believe that you're persevering with a positive mindset – You see possibilities even in the toughest challenges.

### **To be successful in this position we think you have the following attributes:**

We at BuyNTech believe in the concept "hire for attitude and learn for skills".

- Proven experience as buyer within the Digital/IT functions or similar purchasing position.
- Knowhow regarding Software and license agreement, lease agreements for IT-Hardware and Digital Services.
- Experience of doing global business.
- Experience working in tech companies is an advantage.
- Strong motivation and dedication to drive sustainability in the supply chain.
- Data driven and able to generate insights based on data received from different tools
- Accountable and empowered
- Driving value creation opportunities (with business partners and suppliers)
- Thorough understanding of the procurement process and strategic sourcing.
- Excellent knowledge of MS Office packages; working knowledge of Volvo SRM software and/or Workdays is a strong advantage.
- We are looking for a strong and flexible team player, eager to learn and improve.
- A positive attitude to new challenges
- Fluent in French & English with strong communication and presentation ability
- German would be a plus
- University degree in Business and/or Engineering, & minimum 3 years experience in a procurement function

**Reporting To:** Head of Procurement

**Location:** Geneva Area with possibility for some remote work

**Contract:** Regular

### **Is this position for you?**

If you are interested in joining BuyNTech and have fun on very exciting missions with our Partners, don't wait with submitting your application. We apply a continuous selection process. and the job post will be open until the position is filled.