



# Buyer Support Services Specialist with knowledge of German

📍 Львів,

Компанія: Nestle Ukraine LLC - Нестле Україна, ТОВ

Рубрики: [Бухгалтерія, фінанси, облік/аудит, Логістика, доставка, склад](#)

## Вимоги

Освіта: не має значення

Досвід роботи: не вимагається

## Опис вакансії

**Nestle Business Services in Lviv** is announcing an opening for **Buyer Support Services Specialist with knowledge of English**.

### Main responsibilities:

- Work closely with Strategic Buyers team to support ongoing activities and identify areas of improvement;
- Support negotiation process with predefined suppliers, prepare request for information/request for proposal;
- Prepare periodic and on demand reports, graphs and analytics concerning suppliers, spends, contracts etc.;
- Conduct Supplier Research and populate predefined template on supplier information;
- Follow up with suppliers on outstanding Responsible Supplier Audits confirmation dates and information, Supplier Audit tracking;
- Set up e-surveys online, following up with stakeholders and generating final report/scorecard;
- Ensure compliance with Nestle Supplier Code, Supplier Audits and standard procurement practices.

### Main requirements:

- University Degree;
- High Proficiency in Microsoft Office (particularly in MS Excel), experience of working in SAP will be an advantage;
- Ability to work with others as a team player;
- Strong analytical skills;
- Highly developed communication and presentation skills;
- Strong customer focus and service orientation;
- Proficiency in English (Upper Intermediate: spoken and written);

### We offer:

- Competitive benefits and salary package;
- Diversity of opportunities across a range of challenging and highly complex activities;
- Possibilities for career pathway;
- Dynamic environment and friendly team;
- Relocation package.

## Контактна інформація

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Сайт: <https://www.nestle.ua/aboutus/nbs-lviv>

