

## **NEUROSOFT S.A.**

### **Procurement Specialist**

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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 employs 200+ highly skilled professionals with in depth expertise in their field.

We have an open vacancy for a Procurement Specialist with experience in supplier contracts' management. He/She will join and support our Procurement team that assures the successful provision of material and services while ensuring high quality and optimal cost management.

#### **Main responsibilities**

- Drafts, reviews, monitors, controls and files suppliers' contracts
- Checks and processes supplier's invoices; resolves issues concerning price disputes
- Produces and maintains procurement reports
- Performs market research; acts as purchasing agent; selects and negotiates with the preferred vendors
- Proactively performs preventive quality controls and initiates/proposes corrective actions when necessary

#### **Main qualifications**

- BSc degree in Business Administration, Accounting, Finance or any other relevant field
- At least 3 years of progressive experience in the field of procurement and contracts' management
- Excellent knowledge of the English language
- Competency with MS Office applications (particularly Word, Excel)
- Familiarity with Entersoft ERP as a user will be considered an asset
- Strong organizational skills and attention to detail
- Effective interpersonal, communication and negotiation skills
- Ability to perform well under stress, to handle effectively several tasks in parallel and to meet deadlines
- Ability to work effectively both independently as well as part of a team

#### **We Offer**

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