



## Traineeship in Philips Polska

# PHILIPS

## Sourcing & Project Specialist

### - Trainee in Operational Sourcing Team

**Location:** Łódź

**Organization Unit:** Procurement Shared Services Center (PSSC)

**Job ID no:** 070759

**Start date:** August 2014

**Duration:** 3 month paid assignment with possibility of continuation

**Type of contract:** civil contract for 3 months with possibility to extend traineeship into permanent hire

**Philips** is a diversified Health and Well-being company, focused on improving people's lives through timely innovations. As a world leader in healthcare, lifestyle and lighting, Philips integrates technologies and design into people-centric solutions, based on fundamental customer insights.

**Procurement Shared Services Center (PSSC)** Poland and is part of global Philips Procurement. Under the umbrella of Royal Philips, **Philips Procurement** manages and performs sourcing and procurement activities for (indirect) goods and services for Philips. **PSSC** acts on behalf of the Philips businesses, handling every step in the purchasing process – from demand analysis to final delivery. PSSC delivers value added services by leveraging economies of scale, globalizing processes and simplifying the ways of working, while delivering superior purchasing experiences by listening and acting on our customers' feedback.

#### During your traineeship you will be accountable for:

- Supporting the day-to-day purchasing processes through operational sourcing activities (e.g. processing shopping carts and vendor creation forms)
- Participating in purchasing/improvement projects
- Tracking and reporting performance (KPIs) and project progress
- Generating reports and analysis
- Establishing and maintaining relationships with internal and external stakeholders
- Acting as a point of contact from the organization towards BPO Partner

#### Your will be perfect fit if you are:

- Last year student or graduate
- Fluent **Portuguese and English** is essential
- Very good knowledge of **MS Office** (esp. **MS Excel**)
- An individual with high level of **communication skills & customer orientation**
- **Self-drive and pro-active approach**, able to work independently and within a team in virtual environment

**Your talent wanted!**



- Strong **execution** skills and **analytical skills**
- Ability to work in a changing environment to meet demanding **deadlines** and timescales
- Ability to effectively prioritize and **organize workload**, multi-task is essential
- Basic **project management** skills would be an asset.

**We offer you:**

- **3-month-long assignment with possibility to extend traineeship into permanent hire**
- Opportunity to **connect your talent** with an **international purchasing career** and we will support you in accelerating your growth in directions to which you aspire
- Participation in **diverse cross division** projects with an international exposure
- **Assigned mentor (buddy)** to serve you as a guide.

Join our team and we will challenge and **empower you to make the most of your talent while working in an international team**. You will be surrounded by **passionate insightful colleagues who share your drive** to create superior customer experiences.

If you are interested in pursuing a career in Philips please apply online [www.philips.com/careers](http://www.philips.com/careers) using Job ID number: **070759** or **apply directly for a job:**

[https://philips.taleo.net/careersection/jobdetail.ftl?job=070759&lang=en&sns\\_id=mailto#.U7Padd89mWA.mailto](https://philips.taleo.net/careersection/jobdetail.ftl?job=070759&lang=en&sns_id=mailto#.U7Padd89mWA.mailto)

**We kindly inform you that we will contact only chosen candidates.**

Please provide a clause: „Hereby I agree to process my personal data included in my application for requirements of the recruitment process (in accordance to Personal data Protection Act dated 29 August 1997; Official Journal no 133, item 883)“.

**Your talent wanted!**

