



# PHILIPS

**Royal Philips Electronics** of the Netherlands 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.

**We are looking for candidates for the position of**

## Project Officer (Sourcing Tools, Non-Disclosure Agreements)

Miejsce pracy: Łódź

### Your team

The **Sourcing Service Center (SSC)** is based in Lodz, Poland and is part of Philips Group Purchasing.

Under the umbrella of Royal Philips, **Philips Group Purchasing (PGP)** manages the supply base for (indirect) goods and services for Philips. PGP acts on behalf of the Philips businesses, handling every step in the purchasing process – from demand analysis to final invoicing and payment.

SSC delivers cost-effective people 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.

### Your responsibilities:

- First line support for Non-Disclosure Agreements (NDAs) on behalf of the Group Legal Eindhoven organization.
  - Creating NDAs basing on Philips employees' requests (in predefined templates)
  - Escalating non-standard NDA requests
  - Communication with the Group Legal Eindhoven organization as well as Philips employees from various Business Units
- Managing administrative tasks
- Performing all required reporting and analysis

- Maintaining high standard of Professional conduct

**Requirements:**

- **Fluent English is essential**
- Good knowledge of MS Office (esp. MS Word),
- Highly developed **analytical skills**
- High level of **attention to detail** and **accuracy**
- High level of customer orientation
- Self-driven and pro-active, able to work independently and within a team in virtual environment
- Ability to work in a changing environment to meet demanding **deadlines** and timescales
- Ability to effectively prioritize and **organize workload**, multi-task is essential
- Effective listening and **communication skills**, highly developed interpersonal skills
- Experience in working in an international company would be an asset
- Legal education would be an asset

**Our offer:**

**We offer a 6-month-long assignment.**

Join a company that offers meaningful solutions which enhance people's lives all over the world. We challenge and empower you to make the most of your talents while working in an international team. You will be surrounded by passionate insightful colleagues who share your drive to create superior customer experiences.

We offer you the opportunity to start an international purchasing career and we will support you with career opportunities that will let you accelerate your growth in directions to which you aspire.

If you would like to join us please send your CV in English to: [agata.sech@philips.com](mailto:agata.sech@philips.com)

**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)“.