

Junior Supply Chain Clerk (temporary contract) **Pozuelo de Alarcón, Spain**

Role Summary:

Temporary Employee Supply Chain

Responsibilities & Requirements: SCOPE OF RESPONSIBILITY

For the named site, fulfill the Procure to Pay function, including:

- Work with suppliers and Flowserve personnel to purchase material as requested by the MRP system and requisitions. Some of the primary activities include, but are not limited to:
 - Managing Purchase Requisitions
 - Managing Spot Buy RFQs
 - Managing the Purchase Orders
 - Expediting & managing Open Purchase Orders
 - Work with Customer Order Management and Planning to quote costs and deliveries for existing and new purchased components relevant for the site.
 - Work with Supplier Performance Group, Engineering, Manufacturing and suppliers to fulfill quality, cost, and delivery needs, managing Pos, documents and deliveries
 - Track and report key functional metrics
 - Control spend and build a culture of long-term saving on procurement costs.
 - Interface with Supply Chain organization (local and global) to resolve issues concerning order placement for assigned commodities.
 - Resolve all issues relating to invoice discrepancies from suppliers for seamless payment processing.
 - Manage and maintain all system ERP data as required.

MAIN OBJECTIVES

- Cost Reduction: in line with the departmental or functional annual targets
- Timely delivery: ensure production lines run smoothly without any stoppages for shortages or Quality
- Purchase Requisition Conversion: quick turnaround time to convert material demand into Purchase Orders to ensure sufficient time is provided to suppliers for manufacturing
- Purchase Order Management: manage the exception messages generated from the ERP system to support optimum levels of inventory, revision changes, cancellations, PO confirmations, supporting the closure of supplier concessions and deviations
- At all times comply with Flowserve Safety, Integrity & Ethics procedures/policies
- Compliance with ALL Flowserve Supply Chain policies & procedures

Preferred Experience / Skills: COMPETENCIES AND SKILLS

- Effective Communication skills
- Fluent verbal and communication skills in English; with preference to one or more additional languages.
- Reliable negotiation skills
- Basic data analysis skills
- Aptitude in decision-making and working with numbers
- Experience with SAP would be a plus

- Experience in collecting and analyzing data
- IT proficient (Microsoft Office)
- Results oriented
- Strong work ethic and responsiveness
- Problem solver

PREFERENCES

- 0-2 years of experience in a similar role
- Bachelor's Degree in Business (Supply Chain Management preferred)
- Willingness to travel (occasional), around 10%
- Product / Commodity intimacy
- Ability to solve practical problems and deal with a variety of changing situations
- Temporary contract with permanent contract possibilities

If you are interested, send your C.V. to Sramosgutierrez@flowserve.com