On behalf of our client, we are looking for an experienced Procurement Specialist to take ownership of end-to-end IT sourcing processes. If you have over 3 years of experience in IT categories and strong negotiation skills, this role offers a great opportunity to manage advanced projects within a flexible, hybrid setup in Krakow. Apply now and take the next step in your procurement career with a dynamic, international team!

Procurement Specialist (IT Sourcing)

Nr ref.: 239/9/2026/AK/270479/jobs.pl Kraków (małopolskie)

What you can expect from us?

- work in an international and well-known tobacco company
- salary starting from 11,315 PLN gross per month
- benefit system (OK system, Medical package)
- funding for the canteen - 270 PLN monthly
- flexible working hours
- temporary contract, with possibility of extention
- hybrid work (office in Cracow, Czyżyny)

Employment agency entry number 47

this job offer is intended for people over 18 years of age

What will your tasks involve?

- execute end-to-end procurement processes including sourcing, negotiating, and purchasing goods and services
- maintain and update supplier records, and procurement documentation
- collaborate with internal departments to understand purchasing needs and ensure alignment with budget and timelines
- ensure compliance with company policies and relevant regulations in all procurement activities
- assist with contract preparation, review, and management
- support ad hoc procurement requests and initiatives as they arise

What we expect from you?

- proven experience in IT categories sourcing 3+ years
- strong negotiation and vendor management skills
- high level of professionalism and integrity in handling sensitive information
- excellent attention to detail and organizational abilities
- familiarity with procurement systems (e.g., Workday)
- proficiency in Microsoft Office, especially Excel
- advanced English