For our client, we are looking for a Procurement Specialist (Analytics) with a strong data-driven approach and over 2 years of sourcing experience. You will play a key role in negotiating with vendors, maintaining supplier databases, and ensuring timely, cost-effective purchases in a hybrid work environment.

Procurement Specialist (Sourcing & Analytics)

Nr ref.: 343/9/2026/AK/270597/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
- database creation and maintaining
- 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 sourcing 2+ years
- very strong analitycal skills
- 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)
- proven Proficiency in Microsoft Office, especially Excel
- english advanced