Are you fluent in Hebrew and English? Are you looking to develop your career in a multinational, corporate environment?

For our client, a globally recognized organization with a dynamic business center in Krakow, we are currently looking for a **Procurement Operations Specialist** to join their Procure-to-Pay (P2P) team. In this role, you will be supporting internal clients covering the Israeli market, ensuring smooth and accurate purchasing processes.

Location: Krakow (hybrid: 1 day per week in the office)

Contract type: Temporary employment contract (6-month contract)

Procurement Operations Specialist with Hebrew

Nr ref.: 279/10/2026/AJ/271069/jobs.pl Kraków (małopolskie)

What you can expect from us?

- Employment through Randstad: A **6-month temporary employment contract** with the possibility of discussing continued cooperation and potential extension within the company's structures after this period.
- An excellent opportunity to gain valuable experience in a multilingual and multinational team within a well-structured Procure-to-Pay department.
- A supportive work environment where you can develop your analytical and process management skills while working for a highly reputable global brand.
- A convenient hybrid model requiring **only 1 day per week in the office** in Krakow.

Employment agency entry number 47

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

What will your tasks involve?

- Building and maintaining a fluent relationship with internal customers from Israel, understanding their needs, and working together to identify operating issues.
- Performing comprehensive accuracy and compliance checks of Purchase Requisitions.
- Ensuring PRs are complete and accurate before converting them into Purchase Orders.
- Releasing purchase orders within agreed timelines.
- Tracking and following up on PRs that could not be converted to POs on time.
- Leading catch-up meetings and preparing relevant status reports for internal customers.
- Identifying and resolving PO approval-related matters in a timely manner.
- Acting as the primary point of contact for internal customers regarding transactional queries.
- Implementing sustainable solutions, ensuring changes are documented in SOPs, and contributing to process improvement testing.

What we expect from you?

- **Fluent Hebrew (B2/C1 level) and fluent English** - this is a must-have for daily communication.
- University degree or equivalent.
- Strong analytical mindset combined with great interpersonal and communication skills.

- Good working knowledge of Microsoft Office, especially Excel.
- *Nice to have:* Previous corporate or customer service experience, as well as familiarity with SAP.