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Subject: FW: Open Requirements - JL3A - S&P

Date: Wed, Aug 17, 2011 6:22 am

Hi Dhaval

Below is the JD of the open requirements.

Plan to schedule a recruitment drive for Thursday, 18-Aug-2011

Position: Process Specialist.

Responsibilities

1. Individual contributor role
2. Providing support to Category/Sourcing Managers (RFx management, e-Sourcing, spend analysis, supplier risk assessment, contract management etc)
3. Maintenance of process/ knowledge updates
4. Complete ownership of assigned tasks.
5. Maintenance of relevant MIS reports/trackers

Desired skills

1. Experience in Sourcing & procurement domain.
2. **Excellent communication – written/verbal - for Client and vendor interaction – mails and calls**
3. Knowledge of ERP (SAP/Oracle) or procurement applications (Ariba/Emptoris/SAP-SRM etc) an advantage
4. Experience in e-sourcing / spend analysis /Sourcing support areas
5. Well versed with MS office

Thanks & Regards

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