

## Purchasing and Budget Coordinator

### Our client:

A leading multinational company, active in FMCG industry

### Role & Responsibilities:

- process Purchase Requisitions and Purchase Orders for a selection of Geneva based HQ functions
- create new vendor via newly implemented Supplier Life Cycle management tool
- create purchase requisitions based on input from Functions in the global purchasing tool
- processes requisitions approved by internal customers through SAP, by creating purchase orders
- monitor the posting of timely good receipt (GR) and GR/IR follow up
- follow up on blocked and unpaid invoices
- create and clear down payments
- perform JSOX/CHSOX controls
- ensure full compliance to P2P procedures
- keep a good control over the P2P process and associated financial impact for specific HQ functions under his/her responsibility

### Profile:

- Accounting degree
- Min. 3 years of professional experience in Purchasing, Finance/budgeting position
- SAP P2P, R2R, Power User a plus, Excellent MS Office skills, TM1
- Perfect command of English
- Effective communication skills
- Immediately available

### Required skills:

- Customer Service Oriented
- Good Organizational skills
- High team spirit
- Flexible, at ease with change

**Contract type:** Temporary

**Rate of activity:** 100%

**Starting date:** ASAP

**We guarantee you to handle your application in total confidentiality**

Consultant responsable du mandat : Kerstin Leterme

Ref : KL2023627480