

Procurement Specialist

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Company: Tanqeeb

Location: Bahrain

Category: business-and-financial-operations

When you think of food delivery in the MENA region, we'd be pretty surprised if talabat didn't pop into your mind first! Since delivering our first order in Kuwait in , we've grown quite a lot over the past 17 years.

Today, we deliver hundreds of millions of food orders, grocery items and other products per year, to our customers in nine countries throughout the region with more than 3,+ employees! Our food delivery business works with over 27, brands and almost 50, branches, while our q-commerce concept, talabat mart, now delivers groceries to customers in Bahrain, Egypt, Jordan, Kuwait, Oman Qatar, and the UAE in 30 minutes or less!

Our philosophy is to make sure we do what is right for our ecosystem - our customers, our partners, our people, our riders, and the communities in which we operate. Our #techforgood program allows our customers a safe and convenient way to contribute to important causes in their community through donating to local and international charities directly on talabat with a focus on food insecurity in the region. Since its inception in , we have facilitated the donation of well over 1 million meals to those in need, as well as donated over \$1.5 million to charity with the help of our partners and customers. talabat is part of Delivery Hero, the global leader in online food delivery and q-commerce.

Role Summary:

- Supports to execute activities related to strategies, initiatives, and procurement models within his/ her sub-category/ categories with the objective to support the needs of business-stable, fast, and efficiently
- Acts as a first contact point for sub-category management, esp. tactical sourcing, and activities
- Responsible for all procurement activities with suppliers (prices, the total cost of ownership, payment terms, quality levels, inventories, etc.) in the area of his/ her sub-category/ categories on a local scale
- Aims to optimize or maximize the profit contribution for Delivery Hero Talabat from mainly tactical and selected strategic procurement activities for his/ her sub-category/ categories
- Supports the procurement lead in his/ her category

What's On Your Plate?

- Negotiates local/regional supply/services agreements with regard to all strategic/ tactical procurement activities with suppliers within his/ her sub-category/categories (Travel & Marketing)
- Responsible for the Procurement Strategies/ Models and roadmaps within selected sub-categories/categories to reach the strategic and cost savings targets as well as supply security
- Cooperates in the implementation of Procurements strategy, compliance and governance policy
- Defines targets for his/ her sub-category/ -categories and ensures the target achievement for its dedicated sub-category/ -categories (e.g. savings and payment terms)
- Manages, qualifies, and selects specific key suppliers for his/ her sub-category/ -categories
- Ensures the negotiation led by procurement, decides upon the suppliers (after alignment with business functions) and creates frame contracts, and outlines agreements
- Strives for early involvement of procurement and cooperates in defining rules for the collaboration with suppliers and business functions to identify innovations from supply markets

to support operational improvements

- Builds, documents, and updates regional market and product knowledge continuously
- Responsible for adequate risk management (identification, avoidance, and reduction of risks) in the area of his/ her responsibility

What Did We Order?

- 4-5 years of experience in procurement
- Experience in supplier negotiations and building relationships
- Experience in inventory management
- Outstanding organizational skills
- Clean and detailed work
- The ability to perform different tasks in parallel under pressure
- Very good communication skills in English
- Demonstrate strong execution abilities by identifying, evaluating, tracking and mitigating issues and risks
- Drive effective teamwork, communication, collaboration and commitment across multiple groups with competing priorities

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