

We are GEP

GEP is a diverse, creative team of people, passionate about procurement. We invest ourselves entirely in our client's success, creating strong collaborative relationships that deliver extraordinary value year after year. We deliver practical, effective consulting, outsourcing and technology solutions that enable procurement leaders to maximize their impact on business operations, strategy and financial performance. With offices and operations in North and South America, Europe and Asia, we have local presence on a global scale.

Solutions Support Analyst

Business Line/Function – Technology

Job Location: Prague

Years of Experience Required (3-5) years

Educational Qualifications Bachelor's Degree

Skills Required

Technical Skills:

- Procure to Pay and/or Source to Contact domain/s knowledge
- Experience within financial shared services/procurement operations/accounts payable
- Exposure to spend analysis, E-procurement/Invoicing, cXML and EDI will be an added advantage
- Exposure to Project Management and/or Supplier Enablement/Onboarding is preferable
- Ability to conduct Training in virtual environment and Capacity to organize, host and follow up meetings/forums involving client, supplier and stakeholders
- Good analytical and problem-solving Skills, Intermediate level MS Excel skills

Soft Skills:

- Excellent Communication – written and verbal
- Analytical aptitude and business acumen
- Excellent follow up skills
- Team player, high motivation, can-do attitude, flexibility and adaptable to dynamic environment

Role Description:

- Execute standardized P2P processes and strategies for assigned suppliers
- Work effectively with peers and others for on time completion of projects and client Go Live
- Contact supplier for onboarding activities
- Conduct supplier training on the P2P process
- Provide reports, information, analysis etc., as required, in a timely, professional manner
- Maintaining relationship with client, stakeholders and suppliers
- Resolve queries and issues faced by the Suppliers and internal team members in P2P process
- Ability to understand standard orders, invoices and techniques, independently work with suppliers and on boarding of them
- Added advantage of in depth Knowledge of P2P tools –end user functionality

Why join us?

- **GEP benefits:** Above standard starting salary, Language courses, Extra vacation days, Lunch vouchers, Sick days, Contribution to Pension or Life insurance, Multi-sport cards and Home office.
- **GEP cares about people:** We provide training, mentoring programs and career development plans to invest on our people.
- **GEP is fun:** A fully renewed and modern office in the center of Prague, hosts an open, friendly and multicultural atmosphere with different nationalities.
- **GEP is growing:** By adding new customers and providing new services, we have managed to consistently increase our turnover by double digits over the last couple of years.

In case of interest, please send your CV and motivation letter to recruiting.prague@gep.com