



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 procurement services and technology that enable procurement leaders to maximize their impact on business operations, strategy and financial performance. Named a Star Performer in Everest Group's Peak Matrix of Procurement Services Providers, Winner in the HfS Blueprint Report on Procurement Outsourcing Providers and to the Supply & Demand Chain Executive 100 for nearly a decade, GEP is also ranked a leader on Gartner's Magic Quadrant analysis of the world's top sourcing and procurement software providers. Clark, NJ-based GEP has several offices and operations centres in North and South America, Europe and Asia.

GEP Culture:

- Collaborative
- Respectful
- Flexible
- Open door
- Creative

**Department:** Consulting

**Position Title:** Associate

**Reporting to:** Manager / Sr. Associate

**Competency - Primary Skills (Must):**

- o Proficiency in communication and presentation skills
- o Excellent Analytical abilities and business acumen
- o Should be a self-starter, self-motivated who can work effectively under minimal supervision
- o Excellent time management and prioritization abilities
- o Very good hands-on skills in sourcing and category expertise in direct and indirect categories across multiple industries

## Job Summary

### Role & Responsibilities / Tasks:

- Responsible for handling complex analyses
- Develop sourcing strategies & processes in line with customer's business goals & policies
- Monitoring and analyze trends of key commodities as input to sourcing initiatives
- Ability to independently manage end-to-end multiple projects concurrently and delivering consistent positive results - from project identification to completion and reporting, ability to manage change
- Establish and provide category expertise and Market intelligence, leading efforts, checking out on GEP Intellectual Property for existing documentation, reaching out to consultants / SMEs etc.
- Demonstrate experience in various categories. Eg. facilities, logistics, packaging.
- Building and maintaining close relationships with multiple stakeholders. Interface with customers to understand their sourcing and procurement functions & provide these services which would help them achieve their goals of cost benefit, timeline and Quality
- Professional behavior and high-quality, flawless delivery of savings targets, ensuring client satisfaction
- Capable of identifying implications of entire team's work. Also capable of developing sound recommendations based on own work
- Should be capable of structuring logical documents. Authoring client ready documents
- Delivering presentations confidently, discusses basic issues well with the clients
- Should be self-motivated and able to show measurable results on a continuous basis
- Flexibility to travel, especially initially to create the necessary trust and relationships

**Job Location:** Prague. We expect flexibility for travelling onsite if needed.

In case of interest, please send your CV and motivation letter to  
[recruiting.prague@gep.com](mailto:recruiting.prague@gep.com)