

**Job Title** - Global Procurement - Procurement Analyst

**Location** - Princeton Pike, Lawrence Township, NJ

Client - BMS

Duration - 6+ month with possible extension

Rate - \$50.67/hr on W2

**Job Description:**

**Project Description:**

The purpose of this role is to support the Vendor Master processes within the strategy to order space. Vendor Master includes the process of onboarding and maintaining vendors. This includes, but is not limited to, alignment with the operations team, identifying areas of improvement, coordinating with functional teams, and most importantly assisting in the analysis of vendor migration activities as part of an integration.

A key component of this role will be to strongly focus on project management as we work to integrate two heritage companies as part of our multi-year roadmap. For the next few months, this role will support integration activities for alignment of process and technology, including but not limited to, decisions on the migration of data and data attribute mapping for vendor master for the new combined company. This will require partnering with the Process Owner, IT, Integration support team, and other process owners.

Compliance monitoring activities include reviewing insights and exceptions in a compliance tool for Vendor Master and other process areas. This will require coordinating with each of the Process Managers and also working closely with the Service Delivery team that oversees Operations.

**Integration support:**

- Experience with merging processes and technology for vendor master processes would be preferred.
- Strong project management experience with strong communication skills.
- Robust testing experience and understanding of system landscape and interfaces are required.
- Highly developed change management experience including updates to training materials, process redesign, and communication drafting.
- Data migration experience.

**Compliance monitoring:**

- Develop and document the monitoring process and create training for the Operations team with a strong focus on the vendor master process.
- Monitor vendor master processes in our existing tools and review exceptions including but not limited to SAP/Ariba.
- Perform research in related systems outside of monitoring tools (if necessary).
- Coordinate with various teams (as necessary) to close issues identified.
- Generate summary/ results and share with the Manager on a bi-weekly basis.
- Escalate any major risks/ issues immediately through the appropriate channels.
- Supports the documentation of data dictionary, process, and business rules

**Required Skills:**

- Procurement experience - understanding of upstream and downstream processes with a strong focus on the vendor master process.
- Experience in project management with changing priorities.
- Technical experience working in SAP/Ariba including user experience testing and data migration.
- Bachelor's Degree (preferably in business-related area).
- Experience in reporting metrics and data summary.
- 3-4 years' work experience in Global Procurement.
- Proven track record of being organized and tracking actions to completion.
- Experience working in an agile environment and being open to constant change.
- Strong oral and written communication skills.
- Strong critical and self-review skills
- Strong excel and analytics skills
- Experience in managing a large dataset
- Experience with Data Governance, data rules, critical field identification, data dictionary maintenance
- Strong experience in previous data migration projects
- Knowledge of SAP MM module, table definition, and field definition for the Vendor Master process.
- Ability to work and collaborate in Teams

**Preferred Skills:**

- Experience in Procurement, Project Management, or relevant experience.
- Experience in ERP systems (e.g. SAP, Ariba).
- Strong familiarity with navigating analytics tools and understanding data.

If you are interested, please send me a copy of your resume in word format along with the following details ASAP.

Best Regards,

Steve Alan

(609) 201-3700

Collab InfoTech