

Procurement Officer (gn)

Stellenanbieter: ClientEarth – Anwälte der Erde

ClientEarth's mission is to use the law to protect the earth and its inhabitants. Since we were founded in 2008, we have grown to become one of the world's most ambitious environmental organisations, utilising our in-house legal expertise to create positive change around the world.

This is an excellent opportunity to join a purpose-driven organisation and to make a significant impact in delivering value-for-money services and driving strategic procurement improvements.

The Procurement Officer will be joining a Centralised Procurement team, which is part of the global Operations team. The post holder will be responsible for managing and overseeing procurement of goods and services required by the organisation.

Meet your Manager

In this role, you will be managed by Karolina Kaczmarek, our Global Procurement and Standardisation Manager. She oversees procurement activities across the organisation and is based in London. Karolina joined ClientEarth in 2016 and has been leading the Procurement team since its establishment in 2022.

Aufgaben

- Ensure Value for Money is achieved throughout the Procurement to Payment process by selecting suppliers who align with ClientEarth's sustainability goals, and by ensuring compliance with local laws, internal policies, best practices, and environmental standards;
- Assist staff with managing low to medium value contracts, provide guidance and support with the process including drafting terms, negotiating conditions and resolving disputes in collaboration with the Legal and Finance teams;
- Processing purchase requests, invoices and payments in a timely manner, support managing recurring payments, resolve invoice queries and discrepancies with our suppliers and Finance department;

Anforderungen

- Knowledge through experience of a wide range of procurement activities including supplier, and contract management
- Experience in a customer service/administrative role
- Experience in processing payments and invoices
- Experience in booking business travel



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Umwelt macht Karriere

- Strong alignment with ClientEarth's values and commitment to our vision, and mission and equity diversity and inclusion strategy objectives

Bewerbungsprozess

If you want to apply, please follow this link:

<https://jobs.clientearth.org/jobs/vacancy/897/Good%20Jobs%20DE/detail>

- **Anstellungsart:** Festanstellung
- **Arbeitszeit:** Vollzeit

Einsatzort: Berlin / hybrid, Deutschland

Stellenanbieter: ClientEarth – Anwälte der Erde

Albrechtstraße 22

10117 Berlin, Deutschland

Online-Bewerbung: jobs@clientearth.org

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