



Junior Buyer – China

Length: 1 year starting before 1st October 2017

Location: Shanghai

Department: Asia Pacific Procurement

Information about Atos

Atos is a leader in digital services with 2016 pro forma annual revenue of circa € 12 billion (RMB 94 billion) and 100,000 employees in 72 countries. Serving a global client base, the Group provides Consulting & Systems Integration services, Managed Services & BPO, Cloud operations, Big Data & Cyber-security solutions, as well as transactional services through Worldline, the European leader in the payments and transactional services industry. With its deep technology expertise and industry knowledge, the Group works with clients across different business sectors: Defense, Financial Services, Health, Manufacturing, Media, Utilities, Public sector, Retail, Telecommunications, and Transportation.

Atos is focused on business technology that powers progress and helps organizations to create their firm of the future. The Group is the Worldwide Information Technology Partner for the Olympic & Paralympic Games and is listed on the Euronext Paris market. Atos operates under the brands Atos, Atos Consulting, Atos Worldgrid, Bull, Canopy, and Worldline.

For more information, visit: www.atos.net.

Context & Missions

The Asia-Pacific (APAC) Procurement team is organized based on matrix responsibilities with Countries and Purchasing Categories.

The position is within the China team, which includes the following purchasing areas:

- IT (Hardware, Software, Maintenance, Telecom...)
- Subcontracting (Contingent workers, On-site services, cabling services...)
- Indirect (Real Estate, Facility Management, Professional Services, Mobility)

You will work under the supervision the China Procurement Country Manager and the APAC Procurement Category Managers (IT, Subcontracting and Indirect) on the set up and implementation of the APAC procurement strategy with a main focus on China. To achieve this objective, you will also have to work closely with our internal stakeholders in China but also across Asia-Pacific region.

You will also support our Procurement process team to standardize our end to end process.

The main missions will be:

- Support negotiation of local agreements in China with our key vendors and support to the pre-sale activity to give Atos a competitive advantage through getting the best possible commercial & financial & legal & technical conditions from its suppliers;
- Conduct reporting, sourcing, forecasting pricing activities, benchmarking and industry assessments to identify best practices and implement successful processes and standard documentations;
- Work with the China Procurement Country Manager and APAC Procurement Category Managers (IT, Subcontracting and Indirect) to identify, develop and implement strategic sourcing initiatives for China in order to deliver savings;
- With the supervision of the China Procurement Country Manager and APAC Procurement Category Managers, implement synergies bundling the volumes of China;
- Assure the communication on the action plans, including their timing and impact on budgets to the stakeholders;
- Lead internal process changes or improvements being part of the action plan or necessary for the optimization of the segment (e.g. stakeholder management, demand management, bid management)
- Monitor the Procure-to-Pay process



- Promote APAC Procurement internally through the use and management of Atos internal communication tools (Blue Kiwi, Sharepoint, Ariba)
- Manage and keep up to date Procurement tools, such as contract repository data base or SharePoint space
- Producing reports and statistics
- Monitor quotes and contract negotiation under China Procurement Country Manager responsibility

The implementation of a purchasing strategy in an organization which is transforming itself is an exciting and demanding challenge.

It requires very motivated, hard worker and flexible individuals willing to make a difference.

Required profile

Education: University, engineering or business school, ideally with specialization in Purchasing or with previous internship in Procurement

Degree: Master degree or currently in Master degree program

Requirements:

- Good knowledge of office software esp. word, excel, PowerPoint is mandatory
- Able to build excel model, produce reports and statistics is mandatory
- Fluency in English is mandatory
- Good interpersonal and communication skills and the ability to work effectively with a wide range of tasks with a team spirit is a must
- Knowledge of the Procurement process and organization is a plus
- International mindset
- Good analytical and numerical skills
- Pro-active attitude
- Customer oriented
- Interest in Technology and IT