Job Description

Job Title: Contracts and Procurement Executive.

Reporting to: Contracts and Procurement Manager

Location: Hybrid – Netherlands.

Job Purpose:

The successful candidate will provide comprehensive support to the Contracts and Procurement Manager, in all areas of EMEA procurement. To include venue sourcing and contract negotiation, invoice inspection and matching, requisition management, the procurement of direct and indirect goods and services and finally, supplier assessment, cost analysis and cost reduction initiatives.

Main duties and responsibilities:

Venue Sourcing and Contract Negotiation:

- Assist with identifying potential venue options in existing/new countries and cities, utilising resources such as Cvent, existing global partnerships and country Convention Offices.
- Assist with event venue selection and justification.
- Provide support in negotiating venue contracts, initially concentrating on smaller, annual contracts and all non-conference in-person events and meetings.
- Support the Contracts and Procurement Manager with annual event planning and monthly event plan reviews to ensure venue sourcing and contracting is on time and accurate.
- Collaborate with Event Managers, assessing and recording actual event costs against contracted costs.
- Provide invoice inspection and/or approval (against contracts).
- Assist with venue performance and after sales.
- Develop expertise in contract negotiation and gradually assist with more strategic and multi-event contracts.

Direct/Indirect Procurement:

- Support in maintaining and ensuring compliance with purchase-to-pay processes throughout the company.
- Manage requisition processes.
- Process purchase requisitions into purchase orders for both direct and indirect goods and services.
- Assist with the management of supplier contracts and blanket purchase agreements.
- Review supplier quotes and proposals for accuracy and integrity.
- Continually review all materials and services to maintain quality and cost comparison/optimisation.
- Assist with providing supplier analysis and cost comparison reports.
- Support and upkeep of re-order point triggers and thresholds in collaboration with the Warehouse Manager.
- Assist with cost control analysis and cost reduction opportunities.
General Administration

- Maintain and manage Contract Negotiation Log.
- Maintain and manage EMEA Budget Tool.
- Maintain all other databases and systems as required.
- Update and manage version control of relevant templates, processes, and guides.
- Analyse regional event costs and budgets, providing support to the finance department as needed.
- Participate in business reviews regarding suppliers, ensuring supplier and internal requirements are being met.
- Compare and document actual venue costs against contracted costs.
- Provide deposit and final invoice administration.
- Expedite direct event and warehouse stock orders as necessary.