

IT Junior Procurement Analyst (Intern Position, 12 months)

About Atradius

We are a world leader in credit insurance and debt collection right in the centre of Cardiff and continually evolving to provide customers and partners with the vital tools, technology, information and services they need to manage risk. As a multinational company we recruit talent throughout the world and promote a positive and diverse working culture for all of our people.

An exciting opportunity has arisen for a Junior Procurement Analyst to join our organisation at a time it is embarking on its most significant transformation. The position will be for a period of 12 months.

Job Overview:

The individual will work as part of the Sourcing and Vendor Management team which is responsible for all sourcing and procurement activities underpinning the IT services and projects units (approx. 70M of purchased goods and services per year)

This is a junior buyer and administrator role that will support the wider team with a variety of activities required to correctly manage vendor due diligence, purchasing and contracts. The position requires a positive mindset with a desire to learn and ability to take responsibility.

Essential:

- A background in business, economics or procurement/supply chain studies.
- Excellent oral and written communication skills
- Good risk assessment skills
- Proactive doer – focussed on results
- Strong experience with MS Office applications.

On a day to day basis, this role will work closely with the Tactical procurement team to support effective procurement. Specifically, this role will support the team with identifying process improvements and managing process documentation, executing vendor ordering (using vendor portals to place orders) and placing purchase orders based on proper due diligence and requisition approval. Additionally, there will be the opportunity to get involved with pricing negotiations and also review and validation of contract terms with the support of more senior members of the team.

The role will provide the successful candidate with a good understanding of the processes and challenges associated with procurement in an IT domain across various categories of sourcing (software, hardware and services).

What we offer:

- Flexible working scheme
- Pension Scheme
- 24 days annual leave plus bank holidays
- Sports and Social club
- Free on-site gym
- Potential business travel opportunities

I am Atradius! - Do you want to know who we are?

Get to know Atradius colleagues in this

video: <https://www.youtube.com/watch?v=NnsgT04OpTU&t=4s>

Atradius is a global provider of credit insurance, bond and surety, collections and information services, with a strategic presence in over 50 countries. The products offered by Atradius protect companies around the world against the default risks associated with selling goods and services on credit. Atradius is a member of Grupo Catalana Occidente (GCO.MC), one of the largest insurers in Spain and one of the largest credit insurers in the world.

You can find further information on our website: <https://group.atradius.com>

Please note, this role is scheduled to be advertised until the 2nd of May 2025. However, we hold the right to close the recruitment sooner depending on the number of applicants, so be quick!

