

Staff Vendor Onboarding Support - EY Global Delivery Services Argentina

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Company: EY

Location: Buenos Aires

Category: business-and-financial-operations

The opportunity

Boost your professional journey by joining our globally renowned Managed Services team as a Global Vendor Onboarding Support Specialist. Immerse yourself in a vibrant, multicultural atmosphere, delivering unrivalled order management solutions for pivotal international clients.

Your key responsibilities

The Vendor Onboarding Support Specialist assists with vendor enablement, onboarding and offboarding them within procurement systems and ensure that Centene purchasing policies and controls are met and resolve discrepancies and exceptions.

Position Responsibilities:

Vendor Enablement

Assist the purchasing team in validating purchasing requirements to qualify vendors

Onboard new vendors and manage vendor master data

Collect supplier information to be able to enable supplier in ERP

Enable suppliers in P2P system

- Offboard vendors when requested

Process Improvement & Reporting

Develop procurement reports to examine transactions for discrepancies, and noncompliance issues to support monthly reporting

Support P2P Enablement Manager drive process excellence, reduce turnaround times and

increase compliance with Procurement policies and procedures

To qualify for the role you must have

Advanced fluency in English and Spanish.

Minimum 1 year of professional experience in procurement or purchasing.

Customer-focused mindset coupled with excellent communication skills.

The ability to excel in dynamic environments, adapt to shifting priorities, handle multiple demands and thrive amidst rapid changes.

What we look for

We are looking for people who are comfortable working in a culturally diverse environment with the flexibility to support multiple time zone differences.

What we offer

As part of this role, you'll work in a highly integrated, globally diverse team with the opportunity and tools to grow, develop and drive your career forward. Here, you can combine global opportunity with flexible working. The EY benefits package goes above and beyond too, focusing on your physical, emotional, financial and social well-being. Your recruiter can talk to you about the benefits available in your country. Here's a snapshot of what we offer:

Continuous learning: You will develop the mindset and skills to navigate whatever comes next.

Success as defined by you: We will provide the tools and flexibility, so you can make a significant impact, your way.

Transformative leadership: We will give you the insights, coaching and confidence to be the leader the world needs.

Diverse and inclusive culture: You will be accepted for who you are and empowered to use your voice to help others find theirs.

We ensure that individuals with disabilities are provided reasonable accommodations to participate in the job application or interview process, to perform essential job functions and to receive other benefits and privileges of employment. Please contact us to request accommodations.

EY is committed to being an inclusive employer, and we are happy to consider flexible

working arrangements. We strive to achieve the right balance for our people, enabling us to deliver excellent client service whilst allowing you to build your career without sacrificing your personal priorities. While our client-facing professionals can be required to travel regularly, and at times be based at client sites, our flexible working arrangements can help you to achieve a lifestyle balance.

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