



PROCUREMENT SPECIALIST / BUYER

JOB DESCRIPTION: PROCUREMENT SPECIALIST / BUYER

Job Title: Procurement Specialist / Buyer

Location: Amsterdam

Reports To: Procurement Manager / Head of Supply Chain

About the Role

We are looking for a **Procurement Specialist** for **G-Rollz**, a creative lifestyle brand known for premium smoking accessories and collaborations with **Banksy, Hello Kitty**, and the **Narcos TV series**. Based in **Amsterdam**, G-Rollz serves retailers and distributors across Europe and beyond.

Your role will be to **source and purchase goods and services**, negotiate with suppliers, and manage the entire procurement process to ensure **quality, competitive prices, and timely delivery** that supports business growth.

Key Responsibilities

Sourcing & Supplier Management

- Research and evaluate suppliers to identify the best value based on price, quality, and reliability
- Negotiate pricing, contracts, and lead times to secure optimal supplier arrangements
- Maintain strong relationships and manage supplier performance

Purchasing & Order Administration

- Issue and monitor purchase orders, ensuring compliance with procurement policy
- Track order progress, resolve delays, and ensure on-time delivery



Cost & Market Analysis

- Stay informed about market trends and leverage insights for savings opportunities
- Conduct cost-benefit analyses to support strategic procurement decisions

Cross-Functional Collaboration

- Work closely with operations, supply chain, logistics, and finance teams
- Ensure procurement meets both internal needs and overall business objectives

Process Improvement & Compliance

- Enhance procurement processes, systems, and documentation
- Maintain accurate data in ERP systems and uphold audit and legal standards

What You Bring

Experience & Education

- Bachelor's degree in Business, Supply Chain, or Procurement
- Minimum 3 years in a procurement or purchasing role, ideally in retail or logistics

Skills & Attributes

- Strong negotiation, analytical, and problem-solving abilities
- Excellent communication and relationship-building skills
- Proficiency in ERP systems and advanced Excel
- Detail-oriented, deadline-driven, and proactive in decision-making



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What to Expect

- A strategic procurement role central to driving cost-efficiency and supplier performance
 - Ownership over sourcing, vendor relationships, and purchasing workflows •
- A dynamic, team-oriented environment with real impact potential

Compensation

We offer a **highly attractive, above-market salary package**, reflecting the value of excellent procurement talent. This includes:

- A base salary well above current market standards
- Performance-based incentives and bonus potential
- Opportunity for career growth within a scaling organization