



ESTÉE LAUDER COMPANIES EUROPE  
Paris - France  
Vice President Human Resources  
Continental Europe - Middle East / India & Africa

## INTERNATIONAL JOB VACANCY

REGION: EMEA CITY: Paris

Duration of Posting: September 21 – Oct 1, 2010

**J O B T I T L E:** Indirect Procurement Coordinator Merchandising Materials

**TYPE OF CONTRACT** Limited contract – CDD – Up to End June 2011

**REPORTS TO:** Indirect Procurement Director EMEA – Merchandising Materials

**SUBORDINATES:** No

**CONTACT PERSON:** Marie-Chantal Mardargent, Human Resources Director  
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**MAIN JOB RESPONSIBILITY:** PROCUREMENT OF MERCHANDISING MATERIALS\*.

- Provide administrative support to the Merchandising Sourcing Team and analytical support for sourcing initiatives.
- Provide analytical support by collecting and analyzing spend or category data leveraging the appropriate technology.
- Assist in gathering category requirements and specifications, Affiliates and Central Departments.
- Support RFP (Request for Proposal) events by researching potential suppliers, consulting industry experts, developing RFP documentations, and evaluating supplier RFP responses.
- Prepare reports and presentations summarizing findings then issue and manage the Purchase Orders as required.
- Update all Merchandising Procurement databases as required including the Savings Report.

\* Includes: Counters & Displays, Promotional Materials, POS/POP Materials....

**REQUIRED EDUCATION:** Bachelor or Commercial School or Design School.

**REQUIRED EXPERIENCE:** 3-5 years experience in Business or Procurement related fields.

**REQUIRED LANGUAGES:** French and English.

**OTHER SKILLS:**

- High level of skill in using quantitative analysis and presentation software tools (e.g. Access, Excel, Powerpoint and Word)
- Positive / Structured / Precise / Team Player / Project Oriented / Negotiator / Proven Leadership skills / Good Presentation skills / Diplomacy / Software skilled

**Notes:** Indirect Procurement EMEA is a new Group that is committed to sourcing the best products and services at the best possible prices and shortest timeframe following a close X-functional team work