Corporate Procurement Specialist

The Asian Infrastructure Investment Bank (AIIB) is a multilateral development bank whose mission is Financing Infrastructure for Tomorrow in Asia and beyond—infrastructure with sustainability at its core. We began operations in Beijing in 2016 and have since grown to 110 approved members worldwide. We are capitalized at USD100 billion and AAA-rated by the major international credit rating agencies. Collaborating with partners, AIIB meets clients’ needs by unlocking new capital and investing in infrastructure that is green, technology-enabled and promotes regional connectivity.

The Corporate Procurement Specialist is responsible for optimizing procurement processes, ensuring cost-effectiveness, and cultivating robust supplier relationships. This position involves strategic sourcing, contract negotiation, and vendor management, emphasizing Lean, Clean, and Green practices.

Responsibilities:

* Contribute to shaping and defining procurement processes individually, ensuring alignment with organizational guidelines and objectives.
* Assist in the management of key supplier relationships, contract negotiations, and performance assessments to enhance collaboration and supplier quality.
* Support the optimization of procurement processes, ensuring compliance with policies and contributing to the organization's core values.
* Collaborate with cross-functional teams to identify opportunities for cost reduction, process improvements, and enhanced supplier relationships.
* Liaise with internal stakeholders, providing procurement expertise and aligning strategies with overall business objectives.
* Communicate effectively with external suppliers, fostering positive relationships and staying informed about market trends.
* Execute procurement processes, especially recruitment of consulting firms and individual consultants, ensuring compliance with policies, regulations, and company standards.
* Participate in the negotiation and management of contracts, focusing on achieving favourable terms and conditions.
* Support the implementation of e-procurement systems, contributing to daily operations, and recommending areas for enhancements.

Requirements:

* Minimum 5-8 years of relevant experience, preferably in a large financial institution or a similar organization.
* University degree or equivalent in business administration, finance, law, procurement, engineering, or other relevant areas.
* Good knowledge of best international procurement practices and policies.
* Experience working in international organizations.
* Strong analytical and problem-solving skills.
* Strong oral and written communication skills in English.
* Ability to work effectively independently and in a team environment.
* CIPS or other professional procurement certification is an advantage.
* Familiarity with e-procurement and sourcing systems such as SAP Ariba and SAP Fieldglass is an advantage.

AIIB is committed to diversity, transparency, and inclusion. We believe our strength comes from having a team with the right diverse skills, experiences and abilities selected through a merit-based competitive process. We actively encourage applications from people from both within and outside AIIB members, regardless of nationality, religion, gender, race, disability, or sexual orientation.

Join in AIIB’s mission to promote sustainable infrastructure investments and to improve social and economic outcomes in Asia and beyond.

Previous experience and qualifications will determine the grade and job title at which successful applicants will enter AIIB.