



Infosys BPO Poland is one of the biggest players in the outsourcing market, offering advanced and innovative services to its clients worldwide in the field of Finance and Accounting, Purchasing, IT and Consultancy. We are among the largest employers in the Lodz region and employ 2000 specialists that provide services to clients in 48 countries.

Currently we are looking for the candidate for the position of:

## **Purchasing Officer with English and French**

**Location: Lodz, Poland**

### **Key responsibilities:**

- Providing effective communication and professional relations with customers, suppliers and co-workers
- Responding to queries and solving problems related to Purchase Orders (getting authorisations, performing changes in the system, informing parties involved)
- Contacting clients and suppliers to solve overdue deliveries (finding new delivery date)
- Maintaining high quality of reports

### **Requirements:**

- Fluent English and French
- Procurement background would be an advantage
- Strong interest in purchasing area
- Customer orientation
- Excellent communication skills
- Team player
- SAP knowledge would be an asset

### **We offer to the candidates:**

- Career in the multinational company
- Unique opportunity to take part in international projects and gain experience with various businesses
- Set of social benefits to choose from

- Salary adequate to your competencies
- External and internal training programme

If you are interested in our offer, would like to develop your professional career in Infosys BPO Poland, please do not hesitate to send us your resume to:

**[rekrutacja\\_lodz@infosys.com](mailto:rekrutacja_lodz@infosys.com)**

Only applications with the below enclosure will be accepted:

*I declare my consent for the processing by Infosys BPO Poland Sp. z o.o. seated in Lodz (91-402 Łódź, ul. Pomorska 106A) and by Infosys BPO group of my personal data included in the application form and documentation connected with the Infosys BPO job offer in compliance with the Polish Law on the protection of personal data: Ustawa z dnia 29.08.1997 r o ochronie danych osobowych (t.j. Dz. U. z 2002 r. nr 101 poz. 926 ze zm.)). I also declare my consent for Infosys BPO Poland Sp. z o.o. seated in Lodz (91-402 Łódź, ul. Pomorska 106A) to entrust processing of my personal data to third persons in compliance with the Polish Law on the protection of personal data: Ustawa z dnia 29.08.1997 r o ochronie danych osobowych (t.j. Dz. U. z 2002 r. nr 101 poz. 926 ze zm.) for the purpose of current or possibly future recruitment organized by Infosys BPO Poland Sp. z o.o. seated in Lodz and Infosys BPO group. I hereby make this declaration voluntary and I state that I was informed about my rights under the Polish Law on the protection of personal data: Ustawa z dnia 29 sierpnia 1997 roku o ochronie danych osobowych (t.j. Dz. U. z 2002 r. Nr 101 poz. 926 ze zm.), especially about my right to access to my data and to correct them.*