



Position: SRM Specialist

Ljubljana, Slovenia

Who we are

Bartec Central Services d.o.o. is a shared service center located in Ljubljana, since 2018. We provide services to our entities inside the Bartec Group executing and handling specific operational tasks such as finance and accounting, marketing and communication, supply chain, among others.

SRM specialist role is part of Business Analytics and Reporting team. We are looking for a candidate who is who are eager to learn and grow in their professional career.

Job Description/Responsibilities:

- Authorization concept (creation and maintenance of roles)
- Maintenance of users (creation, change, deletion)
- Administration of SRM system and implementation of changes
- Act as clearing center, conduct duplicate checks, distribute the tickets/actions according to the predefined roles
- First point of contact for both external and internal stakeholders
- Support with implementation of new SRM modules
- Conduct the first tests
- Bring process owners, Key users and IT together
- Provide support to suppliers in case needed
- Follow up on activities with the SRM provider
- Follow up on activities with global stakeholders
- Other tasks and projects as assigned

Requirements:

- Bachelor degree in economic or technical discipline
- Detailed understanding of P2P processes
- Experience with SRM systems (Jaggaer preferred)
- Experience handling ERP (SAP and / or Infor) and MS Office
- Minimum 2 years of relevant experiences
- Fluent command of English in written and oral
- Knowledge of German language is an advantage
- Excellent communication, analytical and organization skills
- Ability to learn quickly and work independently
- Sense of team work
- Ability to meet deadlines and work under pressure
- Reliability, flexibility, attention to detail and time-management skills

Why Bartec?

- Working in a modern environment with people from different nationalities.
- Working in a young and dynamic team
- Possibility to constantly learn and develop professionally
- Flexible hours policy and 2 days a week home-office
- We offer a permanent contract (with a 6-month probationary period)

Send your CV and motivational letter until May 15th, 2025 to ursa.plevel@ef.uni-lj.si.