



**BP – This is your place! Find the right position to explore your potential in the exciting and vibrant universe of BP, one of the world’s leading energy companies!**

Consider joining our prominent team if you have **procurement or strategic sourcing experience** and you have proven track record of procurement management. Here is your chance to unleash your potential as a

**PROCUREMENT COORDINATOR**

If you join us as a **Procurement Coordinator**, you may have the following **responsibilities**:

- Manage and execute daily procurement transactions by managing requisitions, purchase orders, change orders and supplier validation.
- Manage direct spend to preferred suppliers while documenting exceptions and escalating as needed.
- Responsible for creating and analyzing data.
- Manage the resolution of invoices pending for payments.
- Maintaining up to date procedures and manuals

For a **Procurement Coordinator** role we have the following **requirements**:

- 1 - 3 years of business experience in Procurement / Supply chain or Finance field experience, gained preferably in a multinational environment
- Strong analytical skills, Excel knowledge.
- Ability to work in a fast paced, changing environment.
- Willingness to work in afternoon/evening shift

At BP, we provide the following **environment & benefits** for you:

- A company culture where we respect our diverse and unified teams, where we are proud of our achievements and where fun and the mindset of giving back to our environment are highly valued
- Possibility to join our social communities and networks
- Chill-out and collaboration spaces in a modern office environment
- Learning opportunities, language courses and other development opportunities to build a lasting career
- Different bonus opportunities based on performance, wide range of cafeteria elements
- Life & health insurance, medical care package
- Company laptop and phone for private usage
- Opportunity to work from home: up to 2 days / week based on team agreement

**For more information and to apply, visit our website: [www.bp.com/Hungary](http://www.bp.com/Hungary)**