

## Local Buyer

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Company: Wolt

Location: Tel Aviv-Yafo

Category: other-general

## Job Description

*Are you a people person that can successfully manage multiple internal and external relationships? Do you like moving in the fast lane and working with data? Are you a creative problem solver that is seeking a dynamic environment where you can start a career in procurement and you are not afraid to get your hands dirty? If so, then Wolt's Indirect Procurement team is the place for you!*

As such, we are now looking for a Local Buyer to join Wolt's Indirect Procurement team, to help our Israeli teams and be responsible for their purchasing activities. You will play a pivotal role in helping our local teams to manage different vendors and their purchases.

As a Local Buyer, you will be responsible for all purchasing activities, like raising and receiving purchase orders, maintaining our vendor and item database up-to-date, liaising with different vendors and stakeholders in various sourcing projects. We are growing fast and, while our processes and tools are constantly evolving, you will be in a key position to contribute on building the best tools and processes for Wolt.

While the role is entry level, in which operational tasks are common, with our full team's support and knowledge, we expect this role to grow and take on other challenges in the broader procurement area, like sourcing, contracting, negotiating. This position is part of our Indirect Procurement team, directly reporting to the Head of Indirect Procurement and working daily with various Israeli country teams.

## What you'll be doing:

Vendor management: communications, update vendor records, new vendors creation, onboarding;

Item management: set-up new items, update actual item database, work with various teams to understand what items are needed;

Reporting: build & maintain reports and conduct basic analytics;

Ordering: create, manage and receive purchase orders, purchase requisitions for global goods and services;

·Learning and development: at Wolt willingness to teach and to learn are among our core values. Your colleagues are always happy to teach or learn new things;

Compliance: working closely with various teams and vendors to ensure that compliance is followed;

Other tasks can include: improving the actual ordering process, supporting our auditing teams in various tasks related to vendors.

## Qualifications

Indirect purchasing experience is required (e.g. services, outsourcing);

Great analytical skills are required;

Ability to drive projects independently and hands-on mentality;

Eagerness to learn and develop new skills;

Willingness to ramp-up your career in procurement;

Excellent English and Hebrew language skills;

Location to be based in Tel-Aviv, with travel up to 20 days annually.

## Additional Information

If you are excited about working in a high-growth environment, taking ownership and being part of an extremely ambitious team, then click below to apply and get the conversation going!

### What you'll get by joining us

Opportunity to be part of building something exceptional, in an international environment

Lots of learning and growth in a globally scaling tech company

Along with a competitive salary and benefits, you will also be eligible for our stock option plan

If you have any further questions about the position, you can turn to:

Chene Elliot, Talent Acquisition Partner - c.elliott@external.wolt.com

Please note that **we do not accept applications sent by email**. You should submit your application through our careers website!

[Apply Now](#)

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