

## Procurement Coordinator - Latam (Part-Time)

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Company: Sagan

Location: Bogotá

Category: office-and-administrative-support

### **Job Position: Procurement Coordinator - Latam**

**Employment Type: Part-Time (30 hours/week)**

**Location:** Remote (CST Timezone)

**Schedule:** Monday to Friday, 10:00 AM to 02:00 PM CST

### **About the Role:**

As a Procurement Coordinator, you will spearhead the acquisition of goods and services by initiating and managing communications with potential suppliers. This role is critical in maintaining the efficiency and effectiveness of our procurement processes.

### **Responsibilities:**

Engage with potential suppliers to negotiate and secure products and services.

Accurately document all transactions and communications in Just Call and HubSpot.

Maintain high-level communications with internal and external stakeholders via Gmail.

Adhere to communication standards equivalent to near-native English proficiency.

Thrive in a fast-paced environment, managing multiple tasks seamlessly under tight deadlines.

### **Required Qualifications:**

Demonstrated experience in sales, particularly in an outbound setting.

Exceptional communication skills in English.

Proficiency in Just Call, HubSpot, and Gmail.

Ability to perform effectively under pressure and maintain a positive outlook.

#### **Preferred Attributes:**

Strong organizational and time management skills.

A proactive and optimistic approach to problem-solving.

Experience in procurement or a closely related field is highly beneficial.

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