



Job Title: Procurement Specialist

Job Type: Full-Time, On-Site

Job Location: Nashville, TN

Job Description:

UIBS USA is seeking a Procurement Specialist to join our team in Nashville, TN. This role will be responsible for managing procurement activities including purchase orders, supplier evaluation, contract negotiation, and process optimization. The Procurement Specialist will also work to strengthen supplier relationships, initiate new sourcing opportunities, and ensure that all procurement activities align with organizational standards and objectives.

Your duties will include:

- Manage purchase orders from creation to completion.
- Evaluate supplier performance and maintain strong vendor relationships.
- Negotiate contracts and pricing agreements with suppliers.
- Utilize analytical skills to assess costs, budgets, and procurement efficiency.
- Optimize procurement processes for improved productivity.
- Research and onboard potential new suppliers.
- Ensure compliance with company procurement policies and standards.
- Collaborate with internal teams to forecast procurement needs.
- Provide regular reports on procurement status and supplier performance.
- Perform other responsibilities as assigned by the Company.



Your qualifications are as follows:

- Bachelor's degree in Business Administration, Supply Chain Management, or a related field.
- Strong experience with purchase orders, supplier evaluation, and contract negotiation.
- Analytical skills and procurement expertise.
- Excellent communication, collaboration, and negotiation abilities.
- Strong attention to detail and organizational skills.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office (Excel, Word, PowerPoint) and Adobe PDF.
- Relevant certifications such as CPSM or CSCP are a plus.

Benefits:

- 100% company-paid medical insurance (no payroll deductions).
- 401(k) with company match (up to 5%).
- 15 national holidays and 15 days of PTO.
- AD&D and Life Insurance coverage.