

Junior Procurement Specialist

Apply for the position

[Check out the challenge >>>](#)

Description of you

We're looking for a detail-oriented Junior Procurement Specialist based in Kyiv to help us with our existing processes and make thought-through purchasing decisions based on research. To succeed in this role, you need to be both a great negotiator and have an analytical mindset. If structuring things is an integral part of your personality - apply today!

**We are looking for someone who will be working from our Kyiv office*

Your skills

- Work experience in Procurement, Project or Office Management
- Outstanding attention to detail, strong skills in verbal information analysis (mostly related to legal and financial documents)
- Data-driven approach (decisions based on data and facts, not emotions/assumptions)
- Experience in conducting different kinds of research (comparison matrix creation, interviews with stakeholders and requesters, etc.)
- Software literacy (experience with GSuite/MS Office and Google Sheets/Excel skills)
- Fluent English and Ukrainian (both writing and speaking)
- Profound negotiation and communication skills
- Fast-learning ability
- Proactiveness and ability to work with multiple contexts

Would be a plus

- Experience or basic knowledge of how to work with accounting documents
- Background or education in finances, economics, legal or other related areas
- Experience with ERPs (such as Odoo, SAP, NetSuite, Epicor, Microsoft Dynamics 365)

Your responsibilities

- Assisting with all aspects of purchasing, researching, and conducting interviews with Railswarians in different locations. Shape comparison matrices to evaluate various options and prepare budgets when needed
- Providing support with managing contracts, reviews, processes, and legal documents and agreements
- Manage suppliers in order to make sure the service is delivered according to the agreed terms and conditions
- Act as the point of contact for the Railsware team regarding procurement issues
- Manage the Railsware office in Kyiv - organize maintenance and ensure that the office operates optimally with all necessary tools and equipment
- Maintain and work with existing inventory, databases, processes and refactor them once needed to reduce cycle time
- Keep useful vendor database up to date and consult requesters on it
- Participation in weekly team meetings and contribution to continuous improvement of existing processes
- Provide support and maintain volunteer activities

Useful materials

- [Smart benefits at Railsware](#)
- [What Makes for a Great Development Culture](#)
- [T-shaped Skills in Product Development](#)
- [Railsware Academy](#)

About the company

Railsware is a [product studio](#). Since 2007, we have shaped our own “know-how” in product creation. Among others, we have helped Calendly and BrightBytes turn from small startups into flourishing companies, with Calendly recently reaching \$3B valuation.



Railsware products are the next step in company evolution. We have applied the best product development practices to creating our own solutions. Today, [Mailtrap](#), [Coupler.io](#), and [Smart Checklist for Jira](#) have over 2M users and generate over \$2.5M of annual recurring revenue.

People feel great here. On average, a Railswarian stays in the company for about 5 years. We support our team with outstanding benefits and remote working culture.

We look for people with high potential ready to evolve in multiple directions. The right hires shape a team of A-players to learn from each other and evolve together.

Railswarian's Bonuses & Benefits

Flexibility

- Choose your flexible working schedule that suits your local time
- You can work in the office or [remotely from any location](#)
- 70% of Railswarians work fully remotely from 15+ countries
 - We have a set of battle-tested approaches for remote work and collaboration
 - We allocate a separate budget to help you set up a home office (buy furniture, pay for the internet, etc.) or to rent a coworking in your city
- You can visit [two comfortable offices](#) in Kyiv, Ukraine, and Krakow, Poland:
 - Both are equipped with modern ergonomic chairs and standing desks
 - You can always find fresh food and drinks in our kitchen
- If there is a need, we provide support with relocation to Poland

Work Culture

- Craft and quality are core principles for us. Top-notch product management approaches help us create [outstanding products](#) and provide great services both to our customers and to Railswarians
- The [culture of constant development](#) that suits each Railswarian:
 - A world-class team of [T-shaped](#) skilled professionals that share knowledge with each other
 - Our team will support your constant growth via regular performance reviews, helping you shape an individual development plan, and conducting one-on-ones to exchange feedback
 - To stay competitive, we need to constantly learn new things. Railsware covers education expenses and provides you with an opportunity to visit professional conferences

www.railsware.com
+1 (646) 397 4918
contact@railsware.com

Krakow, Poland
Szlak 50/A4
31-153

Dubai, UAE
Dubai Internet City
Building 16, #48

Kyiv, Ukraine
Moskovska St., 8,
CS "Arsenal", 01010



- You can contribute to the company-level responsibilities that you are passionate about, and grow beyond your role. You are the key driver of your personal growth and can evolve in a community of professionals

Compensation

- Railsware offers a competitive remuneration in USD
- Apart from your remuneration, you will also get a yearly bonus. Both depend on your contribution to company growth, personal development, productivity, and team's feedback
- As an additional financial help, we provide microcredits

Hardware

- While working at Railsware, you accumulate budget for hardware and software
- Railsware provides you with a workstation consisting of a MacBook or a PC, a top-quality monitor, as well as additional accessories such as a trackpad, mouse, headset, etc.
- Thanks to our hardware policy, you are able to work with the best equipment and regularly update it

Perks

- You have 34 paid time off days per year. There are 24 standard days and, as our team is distributed around multiple countries, you get 10 working days on top to cover public holidays (you choose when you want to take your PTO)
- We cover sick leave, but we hope you won't need it;
- Health policy budget will cover your private sports and healthcare expenses

Learn more about Railsware

- [Website](#)
- [Railsware Blog](#)
- [Clients about Railsware](#)
- [Railsware Academy on YouTube](#)