

Procurement Manager

Apply for the position

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

We're looking for a detail-oriented Procurement Manager to improve 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 a part of your daily lifestyle - apply today!

Projects you will work on

As a Procurement Manager, you will work hand in hand with the Finance, Legal, and Operations teams. You will interview internal stakeholders to gather requirements for items and services to make data-driven purchasing decisions. Your vision will help you create various purchase guides and improve existing processes. Setting up an inventory database and working with it will be amongst your first projects too.

Your skills and experience

- Previous procurement experience within an international company
- Fluent English, Ukrainian, and Russian (both written and spoken)
- Background in finances, economics, legal or other related areas would be a plus
- Forecasting and planning skills, ability to correctly assess business needs
- Outstanding attention to detail, strong skills in verbal information analysis (mostly related to legal and financial documents)
- Experience in conducting different kinds of research (comparison matrices creation, interviews with stakeholders and requesters, etc.)
- Excellent software literacy; strong GSuite/MS Office and Google Sheets/Excel skills
- Proactiveness in pushing things forward and constantly searching for new ways to improve existing processes
- Profound negotiation and communication skills
- Trustworthiness and stress-resistance
- Be able to establish and sustain strong relationship management through effective communication and support for all internal customers and network of suppliers

Your responsibilities

- Gather requirements from stakeholders and RWNs via conducting interviews, researching various options and suppliers in different locations, etc.
- Collect key criteria for the items and services we want to purchase based on interview results, public reviews, product descriptions, and other types of research. Shape comparison matrices to evaluate various options
- Form budgets based on requirements, research, and recommendations. We will expect you to provide budget suggestions based on data and research results, not wait for a CFO to provide the exact numbers
- Negotiate and manage contracts. Review, process, and track legal documents, agreements, and invoices
- Nurture relationships with suppliers in order to boost their participation and loyalty
- Manage suppliers in order to make sure the service is delivered according to the agreed terms and conditions
- Provide help and advice to both internal stakeholders, as well as suppliers, to increase value and drive down costs
- Keep useful vendor database up to date and consult requesters on it
- Maintain and work with existing inventory, databases, processes and refactor them once needed to reduce cycle time

Useful materials

- [What Makes for a Great Development Culture](#)
- [Remote Work Success](#)
- [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 close-to-billion-dollar companies.

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 600K users and generate over \$1M 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 suit your local time
- You can work in the office or [remotely from any location](#)
- 90% of Railswarians work fully remotely from 8+ 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
 - 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
- Your yearly bonus and compensation depends 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 standards 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
- [Yearly trip](#): Every year Railsware organizes a company retreat for you and your partner to spend time with our whole distributed team together in one place. Our goal is to have fun and get to know each other better. We also discuss the company's vision and work on our culture. In previous years, we visited amazing places like Austrian Alps, Crete ([video](#)), Italy ([video](#)), and Croatia

Learn more about Railsware

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