

## ENGLISH/RUSSIAN SPEAKING

Procurement Specialist

### Job Description

#### Overview

BayRu LLC is currently interviewing candidates for the new role of Procurement specialist in Procurement department at our Skokie headquarters.

#### Why Join BayRu?

- **High-tech, growth industry**
- **International business exposure**
- **Chance for your contributions to make an immediate impact**
- **Opportunity for diverse business experiences across departments**

#### Requirements

- Be fluent in English and Russian language (writing, speaking, and reading)
- Some of Procurement-related or electronic Accounts Payable experience (Purchasing, expediting, or other order entry experience preferred)
- Must be punctual, organized, motivated and detail oriented, multitasking
- High self-motivated and the ability to perform with minimum supervision, as well as within a team
- Excellent interpersonal skills, and oral and written communication skills
- Knowledge of Strategic Sourcing methodology is a plus
- Have permission to work in the United States
- Be able to type at least 25 wpm
- Have basic computer skills, use the internet
- Basic understanding of Ebay and Amazon

#### Preferred qualifications

- Some knowledge of supply chain management
- Buyer experience in a computerized environment.
- Past use of an order management system.
- Some experience in online purchasing.
- Bachelor's degree in related field

#### Job Responsibilities

- Interact with suppliers on a daily basis to resolve transactional issues and gather critical information invoices , tracking info, tax docs. etc.
- Responsible for appropriate supplier selection/bidding processes for selected purchase requests, and supplier and contract pricing validation for all purchase requests under category management responsibility.
- Responsible for managing projects to improve procurement processes.
- Responsible for supplier communication to resolve transactional issues.
- Responsible for resolving invoice price and terms discrepancies to enable order processing.

BayRu provides training for all new team members. New hires who perform well, who stay with a BayRu for a significant amount of time, and who show a strong degree of ambition may be given an increasing amount of responsibility and will be eligible for fast promotion.

#### Compensation and Schedule

Competitive salary plus performance bonus. BayRu office hours are from 8am-6pm, Monday-Saturday. Candidates must be able to work at least forty (40) hours per week.

#### About Us

BayRu is a fast growing service that, for the first time, provides Russians safe, convenient access to a wide variety of international goods.

BayRu brings Russian consumers the world's specialty goods via an "American" shopping experience. Through its online store [www.bay.ru](http://www.bay.ru), Russian shoppers are able to a) search for, b) place orders for and c) receive shipment of almost all international goods listed on our partner sites including [eBay.com](http://eBay.com) and [Amazon.com](http://Amazon.com). BayRu has developed a leadership position in Russia's international e-commerce marketplace through development of award winning customer service, logistics and technology platforms.

BayRu was founded in 2007 and is headquartered in Chicago with offices in Moscow and St. Petersburg.

Contact

If interested, please send the following to [jobs@bayru.com](mailto:jobs@bayru.com):

- 1) Current resume
- 2) One paragraph answer to the following question: "Why do you believe that you are a good fit for the Shipping Assistant role at BayRu?"
- 3) Provide at least 2 references