**Job Title -** **eProcurement Content Specialist**

**Location – Remote**

**6-month fixed term contract**

As an eProcurement Content Specialist, you will be responsible for working with our largest customers globally, to support in the setup of an eProcurement relationship with RS Components via a content static file. You will also support in any un-resolved support queries our customers or internal departments face to remove dissatisfaction or any manual workarounds in relation to these content static files.

Reporting to the Senior Delivery Manager – Procurement Solutions, you will be a part of an organization that promotes personal development, growth, and career progression and who will provide you with the tools and training you need to excel in the industry.

**What you will enjoy doing to be successful in this role**

- Create and distribute content files for eProcurement customers globally including planning, prioritisation and execution (setup, test, go-live).
- Plan and manage regular refreshes of content files for our existing customer base, in accordance with the agreement RS has with the customer
- Analyse and interpret the data used within the eProcurement systems to supply our customers with static catalogue product data.
- Facilitate the technical journey to go live which includes set up of customer data in various systems
- Manage simultaneous customer integrations to agreed time scales and to a high standard.
- Ensure customer satisfaction, project timelines, accuracy, and efficiency in project completion
- Build strong relationships with our external and internal customers across the group and any supporting third parties / marketplaces.
- Work with third party providers to streamline our integration processes.
- Manage the eProcurement team's shared mailbox and act as appropriate.
- Provide support where needed in incident resolutions and service request management relating to content static files.

**What you will need to be successful in this position:**

**Technical Capabilities**

- Experience of internet protocols – HTTP, HTTPS, SMTP
- Experience using Excel and SQL Servers
- Knowledge of FTP
- Knowledge of using an Oracle database

**Knowledge**
- eProcurement – Content static files and Punchout (level 2 – preferred not essential)
- eProcurement marketplaces – Ariba, Proactis, Coupa, Jaggaer

**Skills**
- Strong interpersonal and communication skills.
- Strong organisational and planning skills
- Good troubleshooting skills

- Ability to work cross functional within a matrix organisation.