We are looking for talent to join our team as:

**Procurement Associate**

in a dynamic and collaborative workplace.

**Job Details:**
The Procurement Associate is responsible for coordinating purchasing activities at operating level following Foundation for Puerto Rico policies and procedures and any applicable regulations. Provide direct support to the Procurement Officer in research, vendors relations, record maintenance and other administrative support. Maintain positive supplier relations, evaluating supply options in a cost-effective way, and maintaining accurate records. This position reports directly to the Procurement Officer.

**Requirements:**
College degree in Business Administration, Accounting, Finance or related field preferred. Minimum of 0-2 years of experience in procurement or similar position is preferred. Excellent Interpersonal skills; Fully Bilingual. Motivated team player who can maintain efficiency and accuracy when multitasking. Previously worked with complex, multi-dimensional projects with a wide variety of stakeholders.

The candidate must have:  
- Fully Bilingual
- Technical and mathematical skills.
- Proficiency in computers, knowledge in Excel is a must.
- Strong ability to build and maintain relationships.
- Ability to exercise tact and diplomacy in organizational settings.
- Attention to details and Strong Problem Solving & Analysis
- Business Acumen and Ethical Conduct
- Initiative & Results Driven
- Personal Effectiveness/Credibility
- Collaborative Ways of Working

For more information about Foundation for Puerto Rico and this opportunity, visit [www.foundationforpuertorico.org](http://www.foundationforpuertorico.org)