

ROLE DESCRIPTION

PROCUREMENT SPECIALIST

WHAT YOU DO

You drive the Sales Market procurement strategy to secure an efficient, compliant, and future-ready supplier base aligned with Global C&F standards.

You lead sourcing, contracting, and supplier performance to ensure strong partnerships, consistent compliance, and cost-efficient, high-quality operations across markets.

You bring/ procure in new market trends, ideas, updates, innovation in C&F function to ease implementation.

Possess strong knowledge and knowhow of FM, Construction function and large format retail store operations.

You act as an advisor to C&F organization for ongoing financial analysis of vendor costs in markets and brands in your region.

WHO YOU ARE

You are a strategic and structured procurement professional with strong analytical ability, negotiation skills, and deep understanding of C&F procurement processes and standards.

You are good at conceptualizing ideas and defining conclusions with supporting arguments..

You influence cross-functional stakeholders, ensure compliance with global guidelines, and build sustainable supplier partnerships that balance cost, quality, and long-term business needs.

You have strong analytical skills and the ability to structure data.

You enjoy teamwork and effectively collaborate with a group of diverse people in order to achieve set goals and targets.

HOW YOU DO IT

By acting in line with our Values, having a growth mindset and acting as role model, you contribute to H&M's business success through people engagement.

No matter what your role may be at H&M – WHAT you do is as important as HOW you do it.

WHAT YOU DO

Your responsibilities

Strategy & Execution

- Develop and execute the procurement strategy for the Sales market in close collaboration with Global C&F Strategists and in line with the global C&F strategy and vision.
- Set and follow up on procurement goals and KPIs, ensuring strong supplier performance and continuous improvement.
- Secure an efficient C&F supplier base that enables expansion, FM service delivery and drives optimized investments, running costs, and operational efficiency.
- Manage the strategic governance of market agreements, including recurring follow-ups and business reviews with vendors.
- Participate in maintaining procurement-related audits and assessments to ensure they remain accurate and up to date.

Guidelines, Standards & Tools

- Manage procurement tools and templates (in LIMA PLANON and outside), including RFI/RFP and agreement templates, ensuring full compliance with Global C&F guidelines and applying local adaptations only when required.
- Review, update, and draft procurement documentation in partnership with Legal, ensuring full alignment with global standards and correct implementation in the Sales Market.
- Act as a subject-matter expert, supporting all parts of the organization in procurement topics and ensuring global procurement principles are consistently applied.
- Implement LIMA/ PLANON and reinforce global procurement guidelines, ensuring the Sales Market stays fully compliant with the latest global requirements.
- Be the contact for PLAN ON Implementation for the sales market for both vendors and training the stores

Collaboration	<ul style="list-style-type: none">• Support Sales Markets across the full procurement cycle, sourcing, tenders, negotiations, and contract management.• Collaborate closely with C&F teams and Legal within the Sales Market, as well as with the Global Procurement Strategist• Lead or co-lead cross-market procurement activities initiated by Global Procurement Strategists, and support contract management for cross-market agreements.• Represent the Sales Market in global procurement forums and act as the procurement point of contact for other functions.
Trend Analysis and Prognosis	<ul style="list-style-type: none">• Proactively analyse and evaluate vendor performance versus set short- and long-term goals.• Develop and implement methods and systems to increase efficiency and decrease costs.• Together with the regional C&F team you contribute to the regional procurement, energy, NCG material and sustainability strategies• Manage and monitor the financial performance of vendors of the C&F department.• Ensure vendor KPI follow up and supports sales market C&F Managers to have the full picture of the total C&F ongoing and future Capex, Opex cost and take corrective actions• Support the C&F Manager in securing monthly, quarterly and annual vendor performance reporting requirements to local, regional and global function

WHO YOU ARE

Your knowledge: education, skills, experience

Education

- Degree in Business Administration, Facility Management, Construction, Law or equivalent work experience

Skills

- Procurement certifications are meriting
- Strong procurement and negotiation skills
- Excellent supplier management capabilities
- Strategic mindset with strong analytical and methodical skills
- Proficient in MS Office
- Advanced English level, both written and spoken

Experience

- Minimum 3 years of relevant working experience within procurement
- Background in retail facility and/or construction management is meriting
- Proven experience in setting up and implementing procurement strategies
- Experience working in an international, matrix organization with multiple stakeholders and seniority levels

HOW YOU DO IT

Your behaviours: living the values, having growth mindset.

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Our Values


Our values have both guided and united us since 1947. They are the foundation of our culture, embedded in everything we do and everything we create.

- We are one team
- We believe in people
- We are entrepreneurs
- We make constant improvement
- We are cost conscious
- We are straight forward and open minded
- We keep it simple

Values in action

Our values are put into action through their key behaviours/competences, that guide everyone here to perform a task successfully regardless of role. See below.

- Collaboration (e.g., the ability to be collaborative, inclusive, engaging)
- Empowerment (e.g., the ability to be empowering, trusting, listening)
- Innovation (e.g., the ability to be innovative, risk-tolerant, flexible)
- Improvement (e.g., the ability to be action oriented, taking ownership, willing to learn)
- Resourcefulness (e.g., the ability to be resourceful, responsible, proactive)
- Honesty (e.g., the ability to be open-minded, sincere, self-aware, feedback culture)
- Clarity (e.g., the ability to be clear, efficient, effective)

More detailed examples of how the key behaviors/competences can be expressed can be found in the document  [Values in Action Overview.pptx](#), please click on link to access.

OUR VALUES are the starting point for how we act. They form a red thread throughout the competences needed in your role