



www.thecarehub.ro

Title: **Supplier Acquisition Analyst**

Type: full-time job, entry-level, paid

Reports to: COO

Location: Timișoara

About us

The Care Hub (TCH) is an ambitious tech start-up based in Timisoara. TCH delivers people-care services in a safe, timely and reliable manner. We aim to connect people of all ages in need of care (children, elderly people, people with disabilities) with recently retired people in need of meaningful activity and an additional income through a mobile application.

Our mission is to increase users' quality of life and increase social inclusion of recently retired people.

Our core team includes

- Mona, our founder, whose passion for helping the elderly combines with 10+ years of strategy consulting experience in the Middle East, Africa and Eastern Europe to produce a unique drive and clarity of direction
- Despina, our COO, who brings the social entrepreneurial spirit from her 5+ years with NESST (www.nesst.org) and her personal charm and discipline to create order
- Emanuel, our app dev guru, who's gathered an impressive number of achievements at a very young age (he's mid-way through his 1st year as a university student) – his recent participation in the finals of Zero Robotics being just the latest.

Through a combination of personal and EU funds (awarded Start-up Nation funding in 2017), we're covered for the first 3 years of operations.

About the role

We strongly believe in providing the highest quality service executed in the most efficient way. We deliver on our mission of providing people-care services in a safe, timely and reliable manner and we are ready to invest the time and effort required to keep our promise to our customers (people in need of care) and suppliers (retirees looking for meaningful part-time opportunities). We are looking for a **Supplier Acquisition Analyst** passionate about recruiting, quality services, self-driven and excited to work in an innovative start-up. Those interested should be eager to express their creativity and initiative in recruitment, selection and onboarding of new suppliers.

Why work with us

- Building a start-up is challenging (we surely know that) but every member of the team (including you) is encouraged to be part of finding solutions and implement them. You will be exposed to various start-up dilemmas and you will get to see the big picture beyond your own role. You will interact with the whole team, professionals with various background and experience and you might even get to engage in other areas if you'd like to.
- You will have a high level of autonomy and you will be encouraged and supported to put your creative ideas into practice.
- If that doesn't convince you, we must tell you what a great and inspiring office we (will) have (we're currently renovating it). Our office was designed by an architecture student as part of a Design Competition we have organized recently ([here](#) are the three finalists) and we share it with two other teams leading high impact initiatives: [Asociatia Ceva de Spus](#) (here is one of their great event, [ROVINHUD Wine Show](#)) and Asociatia De Partea Ta. You can find out more about advocacy for people with various (dis)abilities, learn how to appreciate good wine or even get a few tips on cooking healthy meals 😊

What you will do

- Build suppliers' pipeline using a variety of creative techniques
- Identify strategic partners, propose concrete collaboration steps and follow-up
- Keep our CRM tool up-to-date
- Provide support to OPS team for event management
- Provide support to OPS team on needs' assessments for new clients and match them with most professional suppliers that can build trusted relationship and provide high quality service
- Provide support to OPS team on developing processes around interviewing and selection making sure we attract and select talented suppliers
- Provide support to OPS team on creating processes for onboarding making sure all suppliers are aware of and respect our company values and moral code, respect all legal matters that applies to them and become knowledgeable users of our application
- Propose and implement motivation and engagement strategy designed to build trust and a strong belonging feeling for our community of suppliers.

Who you will be working with

You will be working directly with our COO but also interact daily with the rest of the team

What we are looking for

- **Great communication skills.** Effective written and oral communication and interpersonal skills with various types of audience. You build trust with our suppliers and other strategic partners. You have a way with words and you easily express your thoughts in written emails or in phone conversations complying with THC's vision and code of ethics. You must have advanced ability to understand the audience that you are addressing and find the right way to communicate with each target audience. You charm and persuade your audience. Flawless Romanian language skills (both oral and written) is mandatory.
- **Genuine interest for start-ups.** You enjoy working with a small growing team in an environment where all answers are not readily available but the setup encourages you to be a part of finding solutions and implement them. Since we are just starting to build the team, a keen interest for creating processes ground up is an added advantage.
- **Self-driven and self-motivated.** Self-starter and keen learner, comfortable with the autonomy that comes with building a new team within TCH with minimal oversight.
- **Perseverance.** You are self-confident and calm under pressure. You follow through on tasks and view challenges as opportunities. You're process-driven. You have exceptional organizational skills, and constantly look to keep improving systems.
- **Keen curiosity and willingness to develop.** You love learning how things work and you're always looking for ways to innovate. You enjoy testing different approaches and tracking the results.
- **Analytical mindset.** You have a structured way of thinking and a problem-solving approach. You easily break down problems into smaller, logical components in order to solve them.
- A bachelor's degree or ongoing studies in business, economics, finance or any science- related fields.
- Good command of English language is mandatory

To apply:

- Send an email with a short letter of intent and your CV at recrutare@thecarehub.ro. You can write us in Romanian or English, whatever you prefer.