**Role description**

The SAP Intelligent Spend team are specialists in procurement. This means we work across everything to do with how companies buy goods and services.  This ranges from running sourcing events, creating contracts, onboarding suppliers, creating catalogues and e-invoicing, right the way through to helping organisations to buy in an ethical and sustainable way.

We’re looking for someone who can support our team by building microsites, help with request for proposal (RFP) responses and build creative presentation content.  This person will need to learn about procurement and how it can bring value to our customers. They can then apply that knowledge to tailor the microsites and any other content to our customer’s needs.

We build microsites in Sway. Wix and SAP’s own Storyboard solution.  We use a variety of tools to build presentations including Power Point, Vyond and Camtasia. We need someone that likes to think creatively so we can make our content memorable, unique, and exciting for our customers.  We are a small team of seven people, and we are based across various locations in the UK.

Example of daily tasks, training will be provided where needed.

* Create microsites
* Add relevant content to microsites
* Help to create imaginative and memorable presentations
* Learn about procurement
* Learn to use the Ariba and Fieldglass solutions
* Create short software demonstration videos for customers
* Help with Request for proposals RFP responses.