

## JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CC-809-2022
Company Name	Confidential
Industry	Construction
Vacancy	Procurement Engineer
Number of vacancies for that position	
Job Type <i>(FT, PT, Contractual, Seasonal)</i>	FT
Major(s)	Engineering
Degree	Ba in Engineering
Years of Experience	At least 5 years of experience in procurement
Location	Saudi Arabia, Jeddah
Remuneration & Benefits	To be discussed
Currency (LBP, Dollar, Lollar)	
Tasks & Responsibilities	<ul style="list-style-type: none"> <li>• Work within an integrated procurement team across multiple projects at all stages of the procurement process.</li> <li>• Responsible for reviewing technical and commercial offers for permanent materials</li> <li>• Preparing material submittals and securing Consultant approval</li> <li>• Propose value engineering whenever applicable.</li> <li>• Ensuring the adequate supply of all required materials, components, and equipment as per project specs and budget.</li> <li>• Delivering cost savings for the company.</li> <li>• Managing the procurement supplier relationships with major suppliers.</li> <li>• Regularly contacting suppliers to renegotiate prices.</li> <li>• Preparing bid tabs, purchase orders and subcontracts.</li> </ul>

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- Evaluate vendors and subcontractor performance
- Managing purchase requisitions and orders.
- Follow up purchase orders until they reach the project.
- Prepare RFP, RFQ and preparing a complete package in coordination with Engineering department

**Requirements:**

- 5 years of experience in procurement
- Bachelor's degree in Engineering
- Knowledge in contracting activities.
- Team Player, with management and negotiation skills
- Fluency in Arabic & English