

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CC-811-2022
Company Name	Confidential
Industry	Construction
Vacancy	Procurement Officer
Number of vacancies for that position	
Job Type <i>(FT, PT, Contractual, Seasonal)</i>	FT
Major(s)	Logistics, Procurement, Business or any related major
Degree	Bachelor degree
Years of Experience	3 years of experience in procurement and contracting with excellent GPA
Location	Saudi Arabia, Jeddah
Remuneration & Benefits	To be discussed
Currency (LBP, Dollar, Lollar)	
Tasks & Responsibilities	<ul style="list-style-type: none"> • Researching and identifying new suppliers • Ensuring that the purchased products and materials meet specific technical specifications, • Stock analysis and management, excellent forecast skills. • Ensuring timely deliveries and resolving any supply issues or discrepancies, • Evaluating products and suppliers according to key business criteria. • Preparing proposals, requesting quotes, and negotiating purchase terms and conditions • Preparing and issuing bid tabs, purchase orders and agreements. • Monitoring supplier performance and resolving issues and concerns. • Analyzing industry and demand trends and supporting senior management with the development and implementation of sourcing strategies. • Preparing reports and maintaining accurate inventory and procurement records.