

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CC-812-202
Company Name	Confidential
Industry	Construction
Vacancy	Senior Procurement Officer
Number of vacancies for that position	
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	FT
Major(s)	Logistics, Business or related majors
Degree	Bachelor degree
Years of Experience	7 years of experience in procurement preferably in construction and Saudi market with an excellent GPA
Location	Saudi Arabia, Jeddah
Remuneration & Benefits	To be discussed
Currency (LBP, Dollar, Lollar)	
Tasks & Responsibilities	<ul style="list-style-type: none"> • Implements procurement policies, systems and processes to ensure reliable procurement procedures and practices are in place, in compliance with Company Government rules and specific needs. • Manages Procurement Plans under the supervision of the Procurement Manager. • Ensures all Procurement activities are aligned with organization strategy and in accordance with the established KPI, rules and procedure. • Works with Procurement manager to evaluate supplier performance. • Prepares RFI, RFQ and RFP templates and all sourcing related documents. • Prepares and reviews comparison tables and purchase orders. • Negotiate prices, delivery terms, payment terms with awarded suppliers • Follow up on deliveries and make sure the materials are delivered as per PO terms along with all required documentation

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- Approves and processes of vendor invoices to accounting department
- Maintains, distributes and controls all Procurement documents with proper references and records.
- Develops tender strategy in coordination with the concerned departments.
- Establishes and maintains relationships with suppliers.
- Reviews and advises on supplier technical evaluation.
- Establishes, implements and monitors purchasing strategies, including volume negotiations, and planning, lead times, and supplier capacity.