

<b>Job Description</b>	
<b>Job Title</b>	<b>Procurement Specialist – Energy</b>
<b>Reporting to</b>	<b>Procurement Manager</b>
<b>What we're looking for</b>	<ul style="list-style-type: none"> <li>▪ Minimum 3 years procurement experience</li> <li>▪ Track record of sourcing and quoting international customers, particularly Africa, Middle East and Americas</li> <li>▪ Good knowledge of O&amp;G equipment and suppliers</li> <li>▪ Comfortable dealing with customer RFQs focused on MRO/Operational requirements for platforms, fields and FPSOs</li> <li>▪ Knowledgeable about international trade</li> <li>▪ Strong negotiation skills</li> <li>▪ Good understanding of incoterms</li> <li>▪ CIPS is a plus but not mandatory</li> <li>▪ Ability to understand technical GA drawings is a plus but not mandatory</li> </ul>
<b>Main Tasks:</b>	<ul style="list-style-type: none"> <li>▪ To source and negotiate the best possible prices from existing and new suppliers to quote our international customers' requests</li> <li>▪ To assess RFQs and ensure our quotes are technically and commercially compliant</li> <li>▪ Actively engage on quotes sent to customers and push for conversion into orders</li> <li>▪ Conduct due diligence on new suppliers being added to our database</li> <li>▪ To effectively manage deadlines on multiple RFQs to ensure we meet customer requirements</li> <li>▪ To place orders with suppliers when orders are secured</li> <li>▪ To hand over orders placed to the supply chain team to expedite delivery</li> <li>▪ To maintain strong relationships with our suppliers, customers and any other relevant stakeholders</li> <li>▪ To undertake any tasks required that are commensurate to the role</li> </ul>