

WE ARE HIRING

Procurement Manager

Baghdad / Iraq

Brief :

Power Engineering World (PEW) is seeking for “**Procurement Manager**” for Company in Iraq , with the following requirements:

Education :

Bachelor Degree

Professional Experiences:

At least 15 years

The candidate must perform the following Job duties:

1. Leading the procurement department team to achieve the highest level of delivering quality services to achieve the client satisfaction for different types of projects
2. Completion of supply and transport contracts
3. Implementing best procedures to enhance the procurement processes and outcomes.
4. Dealing with ordering and subcontracting of materials, services and supplies.
5. Preparing the CBT (Commercial Bid Tabulation) or Comparison sheet (CS), RFQ (Request for Quotation), LOI's (Letter of Intent), LOA (Letter of Award), GSC (General Supply Contract), and S.C.A (Sub Contract Agreements).
6. Review and approve the estimation process (RFQ's, Quotations, Manpower histogram, scope matrix etc.) and final estimation sheet to input the best buy prices.
7. Involved in calculating overheads and gross profit while estimating for tender.
8. Procuring goods, services and materials in shortest time that meet the construction plans achieving the client goals.
9. Finalizing the scopes within budgets & time frames, Assesses total costs of company purchases
10. Maintaining good Supplier Relationship Management.
11. Liaises with key company employees to determine their product and service needs
12. Monitors business trends and product availability to pay the best price for company goods and services without sacrificing quality or delivery times
13. Identifies and researches potential new suppliers ,Researches new products and services to meet company's goals
14. Develops and implements strategies for procuring, storing, and distributing goods or services and maintaining stock levels
15. Oversees a team of purchasing agents (in large companies)
16. Reports to the chief procurement officer

Language and Skills:

1. Excellent in English language (Reading, writing, Speaking) .
2. Excellent Microsoft Office
3. Strong interpersonal skills
4. Adherence to company privacy and confidentiality policies
5. Time Management

Energetic and qualified candidates are requested to send their CVs to:
cv@pewgroup.com / Subject: Procurement Manager

