**Construction Procurement Specialist**

APS (Agile Pro Solution) headquartered in the USA with a local office in Skopje is looking for a **Construction Procurement Specialist.** Here at APS, we believe that once you have the right skills and motivation to be successful you will be a great fit for the team.

You will need to assist with project estimation, material take-offs, subcontractor & supplier negotiation, as well as their selection.

**Professional Qualifications:**

* Minimum three (3) years of related experience.
* English knowledge is a must, Spanish is a plus.
* Intermediate construction knowledge.
* Proficient in reading construction documents.
* Excellent communication skills, both verbal & written.
* Organized & highly disciplined in daily operating procedures.
* Proficient technology skills: Word, Excel, Adobe, and related construction applications.

**Personal Requirements:**

* Must be extremely organized and detail-oriented.
* Must be self-starter, ambitious, and results-oriented.
* Must have verifiable personal & professional references.

**Responsibilities:**

* Coordinate the bidding process.
* Review & assist in subcontractor & supplier selections.
* Assist & develop strategic relationships with suppliers.
* Assist with value engineering review & cost assessments.
* Coordinate & assist with contracts & purchase orders.
* Coordinate & assist with supplier deliveries.
* Assist with all changes of orders & RFI (Requests For Information) reviews and recommendations.

Our biggest assets are our employees and our organizational culture. We strive to create an environment where people will feel valued and rewarded.

We are an equal employer, and we welcome everyone matching the experience and skills to apply.

Apply bellow or send you CV directly at recruitment@agileprosolutions.com

\*NOTE: Only the most suitable candidates will be contacted.