



## JOB DESCRIPTION FORM

<b>Position:</b>	Procurement Engineer
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<b>Organizational Information:</b>	<b>Department:</b>	Procurement
	<b>Project:</b>	North Macedonia Corridor 8 & 10d Motorway Project
	<b>Immediate Supervisor:</b>	Procurement Manager
	<b>Reporting Position(s):</b>	-

<b>Summary:</b>	This position involves analyzing procurement requirements, identifying suitable suppliers, and managing the entire procurement cycle. The Procurement Engineer collaborates with various departments to understand their needs, specifications, and budgets, and develops procurement strategies accordingly.
<b>Primary Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Develop and execute procurement strategies based on project requirements, technical specifications, and budget considerations.</li> <li>• Identify and evaluate potential suppliers/vendors, assessing their capabilities, reliability, and compliance with quality and safety standards.</li> <li>• Manage the RFQ and bidding process, including preparing RFQ documents, evaluating bids, and conducting supplier negotiations to secure competitive pricing and favorable terms.</li> <li>• Draft, review, and negotiate contracts with selected suppliers, ensuring compliance with legal and contractual requirements.</li> <li>• Foster and maintain strong relationships with suppliers, conducting periodic performance evaluations and implementing strategies for continuous improvement.</li> <li>• Collaborate with project teams and finance departments to establish procurement budgets, monitor spending, and implement cost-saving initiatives.</li> <li>• Ensure procurement activities adhere to relevant laws, regulations, and ethical standards.</li> <li>• Maintain accurate procurement records and prepare reports on procurement status, cost analyses, and performance metrics.</li> <li>• Stay updated on industry trends, best practices, and technological advancements in procurement processes.</li> <li>• Collaborate with cross-functional teams to ensure alignment of procurement activities with project objectives and requirements.</li> </ul>

<b>Job Requirements:</b>	<b>Education Level:</b>	Bachelor of Science (BS)
	<b>Discipline:</b>	Civil Engineering
	<b>Foreign Language:</b>	English (Advanced)
	<b>Computer Skills:</b>	MS Office
	<b>Functional Competencies (Technical Knowledge and Skills):</b>	Supplier Management, Compliance and Regulations, Communication and Negotiation Skills
	<b>Experience:</b>	2-4
	<b>Work Conditions:</b>	On-site
	<b>Other:</b>	