

GÜLERMAK AGIR SANAYİ İNŞAAT VE TAAHHUT ANONİM ŞİRKETİ Ankara Republic of Turkey-Branch Office in Skopje, Republic of North Macedonia

Eastern part of Railway Corridor VIII, First Section Kumanovo - Beljakovce an Second Section, Beljakovce – Kriva Palanka plus Track Renewal works on the section Nogaevci – Negotino on Rail Corridor X.

GÜLERMAK has been in operation since its establishment in the year 1958, and has been executing global turnkey civil infrastructure, and industrial construction projects.

At GÜLERMAK, our wide range of services are tailored to meet the unique needs of our client's preferences, which include Metros, Tunnels, Railways, HSRs, Tramways Highways, Bridges, Viaducts, and Hydro-Electric Power Plants, with the successful delivery of more than 30 number of prestigious EPC Metro, Tram, Rail and HSR projects in Poland, Sweden, U.A.E, India, Turkey and North Macedonia.

We are currently looking for a " Purchasing Specialist " who possesses the following qualifications and will work in North Macedonia;

Qualifications

Graduated from Economic, Business Administration or related engineering departments, especially in Industrial Engineering or Civil Engineering.

Minimum 3 years of purchasing experience,
Have an experience in construction, machine or production field,
Fluency in English - both verbal and written,
Good knowledge of MS Office applications,
No restriction to travel,
Valid driving licence and being active driver,
ERP (purchasing program) knowledge is a plus,
Good team player, self-disciplined, result-oriented with planing and organization skills,
Strong communication and presentation skills for supplier.

Job Description

- Purchasing domestic and international project equipment (materials/services) to set targets and targets,
- Purchasing materials from companies with the required time, quality and consumption price,
- supplier gateway and development,
- Researching potential resources (material, firm and system),
- To communicate and follow up with companies so that the purchase can be made within the approved delivery time,
- Management and follow-up of foreign procurement services,
- Creating weekly and monthly payment plans with the accounting unit,
- To meet the customs procedures abroad,
- To prepare cost reports regarding the purchases made within the scope of the project,
- Developing or to localise the parts with the finalised suppliers within the target cost set by the management,
- Working on the product costing based on the guidelines suggested by company, negotiate and settle the price and all other technical/commercial inco terms (packaging, rejection, transportation, etc),
- Create sample submission warranty, coordinate the approval and place PO in ERP,

- Coordinate the discussions with supplier on quality requirements, improvements and other requirements.

*Name your CV in the following format (name [space] surname [space] CV). Be easily recognized!

*All personal data is protected by law and will be treated in confidentiality.

*Please be informed that only the candidates selected for the interviews shall be contacted.