

Job title: Procurement Specialist

Work Location: Atyrau

Work Pattern: 5/2

Personnel Category: Local

- High (technical, economic & legal education preferred), ROK citizenship
- 1-2 years of experience
- Experience of working in Procurement position
- Strong user of Microsoft Office (Excel, Word) Ms Power Point
- Proficiency in E1/Ariba
- Purchasing module is preferred.
- English Level 4 (Upper Intermediate) and higher
- Ability to handle intensive workload and participate in daily discussions.
- Strong communication skills
- Knowledge of general production procurement rules and regulations
- Working knowledge of Purchasing Policies, methods and procedures
- Working Knowledge of Export Licensing Requirements and Procedures
- Understanding of material commodities

Job Description:

- Provides material procurement services, develop purchasing strategy for ordered materials, coordinate entire tender process, insures that internal customer has provided correct specifications, standards and other information needed for tender documentation.
- Resolves technical queries related to orders, knows Uniform Commercial Code Incoterms and expedite own orders and maintains status of orders.
- Good knowledge of Customs control requirements of the Eurasian Economic Union including all technological regulations and technical specifications for the use of certain types of industrial materials and equipment in the oil and gas industry.
- Can be involved with international logistics process, including the process of packing, carriage, pre-shipment inspection.
- Conducts negotiations, which may include exceptions to terms and conditions.
- Acts as liaison with N&L department for exception review and approval.
- Understands material management, inventory storage and optimization.
- Supports RoK content initiative, ensuring RoK suppliers are given every consideration in Bid Requests and Pre-qualifications.