



Saipem, has a vacancy for a Jr. Buyer Intern

OBJECTIVE: Carry out all the activities necessary to purchase goods and/or services/subcontracts, in compliance with given cost/time/quality requirements and with Corporate/Company policies and standards and work instructions

RESPONSIBILITIES:

- Get acquainted with the scope of supply/works before starting the RFQ/RFP process; clarify with the supervisor and other internal disciplines (engineering, project manager, operations) the strategy to implement for any particular purchase, all technical and commercial requirements (service schedule, required personnel/equipment, etc.) and the contracting approach.
- Provide comments to his/her supervisor about the scope of supply/works before starting the RFQ/RFP process.
- Evaluate and suggest to his/her supervisor and the procurement manager the eligible/proper vendors and subcontractors to solicit during the RFQ/RFP process.
- Responsible for requiring and receiving the technical evaluations of the required supplies and/or services
- Issuing the price lists based on the scope of supply/work in order to get quotations in line with the projects/company requirements
- Issuing the Invitation to Tender (ITT) on the basis of the purchase requests and all other applicable documents.
- Review vendors/subcontractors' exceptions/qualifications to the applicable terms & conditions and any potential impacts on commercial and contractual matters caused by technical aspects.
- Follow up the tendering process with potential vendors/subcontractors ensuring necessary confidentiality.
- Prepare negotiations, also checking whether detailed economical specifications given in the bidding phase are consistent with those reported in the final purchase order/subcontract.
- Issue purchase orders/subcontracts based on company standards, stipulates buying conditions, checking formal correctness in line with company and Group's policies.
- Informs the unsuccessful bidders on the results of the tender.
- Attend along with supervisor the project weekly meetings providing the status of the assigned purchasing/subcontracting activities.
- Become familiar with the Guyana Local Content Act Law 18/2021 and carry out all duties and formalities under the coordination of his/her supervisor.

EDUCATION:

- Recent graduate with a Bachelor's Degree in Business or Economics

Please send your resume with the subject "**Jr. Buyer Intern**" to saipemgcareers@saipem.com

Please note, the closing date for applications is **March 25, 2022.**

Qualified candidates will be contacted