



Saipem, has a vacancy for a 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:

- Issue to vendors the Request for Quotation based on given purchasing request
- Support the vendors during the preparation of the technical/commercial proposals with obligation of confidentiality about the related bid info
- Prepare the commercial/economic bid tabulation to compare different proposals and suggest actions to be taken in order to improve bid result and/or select the vendor
- Lead the commercial/economic negotiation
- Prepare the purchase or subcontract based on standard General Purchase Terms and Conditions and Project Special Purchase Conditions, if any, and managing possible deviations
- Close out the bid process receiving purchase/subcontract confirmation by selected vendor and informing the unsuccessful vendors about negative result of their bid
- Follow up and negotiate, if necessary, purchase order/subcontract revisions
- Perform the assigned activities in compliance with procedures and provided systems and tools
- Check and comment the technical documentation received with the Purchase Requisition and Technical Evaluation
- Manage contractual documentation (Archive) before the issue to centralized archive

EDUCATION:

- Recent graduate with a Bachelor's Degree in Economics

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

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

Qualified candidates will be contacted