



Saipem, has a vacancy for a Buyer

**OBJECTIVE:**

Carry out all the activities necessary to purchase goods and/or services, in compliance with the Corporate/Company policies and work instructions.

**RESPONSIBILITIES AND DUTIES:**

- Issue 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 information
- Prepare the commercial/economic bid tabulation to compare different proposals and suggest actions to be taken in order to improve bid result and or selection of vendor
- Involvement in the commercial/economic negotiation
- Prepare purchase orders
- Closing out the bid process
- Following up with vendors and negotiating if required for purchase order revisions
- Perform the assigned activities in compliance with Saipem procedures
- Manage contractual documentations before the issuance of centralized archive

**EXPERIENCE AND SKILLS:**

- 4-6 years of experience in a procurement environment.
- Knowledge in the assessment and comparison of vendor commercial proposals. Familiarization with the typical financial and contractual tools prevailing in the industry.
- Managing both internal interfaces (engineering, project management, operations, logistics etc) and external vendors (traders, brokers etc)
- Knowledge of identifying proper contractual terms and conditions, evaluating and negotiating bids, conducting tender clarifications and identifying proper vendor by placing “ad hoc” purchase order or subcontract.

**EDUCATION:**

- Bachelor’s Degree

Please send your resume with the subject "**Buyer**" to [saipemgycareers@saipem.com](mailto:saipemgycareers@saipem.com)

Please note, the closing date for applications is **November 9, 2020.**

**Qualified candidates will be contacted**