



SAIPEM has a vacancy for Junior Buyer.

**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 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 select the vendor
- Lead the commercial/economic negotiation
- Prepare the purchase order/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

**EXPERIENCE AND SKILLS:**

- 1 – 2 years' experience in procurement

**EDUCATION:**

- Bachelor's Degree in Business Management or equivalent

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

Please note, the closing date for applications is **February 21, 2024.**

**Qualified candidates will be contacted.**