



SAIPEM has a vacancy for a Senior Buyer

Introduction	
Job Title:	Senior Buyer
Business Line:	Asset Based Non-Drilling
Department:	Procurement
Requirements	
Qualification:	Bachelor's degree in supply chain management/ business management
Knowledge of the English Language:	Yes
Labour Relationship:	Permanent Contract
Years of Experience:	3 - 5 years minimum in a similar field
It Skills:	Computer Literate (Microsoft Office, Microsoft Project or similar)
Soft Skills:	Verbal /Written/ Interpersonal Skills
Nice To Have:	SAP Knowledge
Location:	Georgetown

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 the given purchasing request.
- Support the vendors during the preparation of the technical/commercial proposals with the obligation of confidentiality about the related bid information.
- Prepare the commercial/economic bid tabulation to compare different proposals and suggest actions to be taken to improve bid results 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 manage possible deviations.
- Close out the bid process by receiving purchase/subcontract confirmation from the selected vendor and informing the unsuccessful vendors about the 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 on the technical documentation received with the Purchase Requisition and Technical Evaluation.
- Manage contractual documentation (Archive) before the issue to the centralized archive.
- Any other duties as assigned.

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

Please note, that the closing date for applications is **May 3rd, 2024**.

Shortlisted candidates will be contacted.