



Senior procurement officer

Location: Vinča

Main duties:

- In accordance with procedures, responsible for ensuring appropriate authorizations, documentation and completion of all requisitions for procurement activities in cooperation and under supervision of the Procurement Manager
- Ensure that all Purchase Requests, Purchase Orders and RfQ's are tracked from point of planning and request through to final receipt
- Communication with the requestors on approvals and clarifications on their Requests
- Implement procurement policies and procedures, adhere to them and ensure proper use of them
- Ensure procurement files are accurate and records are in compliance to procurement policies, filing system is properly established, all soft copies and hard copies of procurement files are accessible
- Collecting offers
- Coordination with other teams to ensure the correct specification of needs, coordination with suppliers in order to provide proper offer
- Preparation of purchase order for further approval with all accompanying documents
- Quality control of purchased products/services
- Tracking orders and ensuring timely delivery, organization of transport and import of goods if needed
- Preparing and send out tender bidding documents/requests for regular and specialized supplies of goods and services
- Preparing of contracts agreements as per established procedures
- Maintain updated records of purchased products, services, delivery information, invoices with related documents and payment
- Any other task assigned by supervisor

Requirements:

- Bachelor degree in business economics, business administration, mechanical engineering or related discipline, logistics or other related field degree in the specialized fields
- Previous experience in a similar position, minimum 5 years experience
- English language knowledge (minimum B2 level)
- Active driver – B category
- MS office (word, excel, powerpoint)

Personal profile:

- Responsibility
- Communication skills
- Negotiation skills
- Teamwork
- Ambition

**** Our company is committed to the principles of equality and does not discriminate based on gender, age, nationality, religion, sexual orientation, or any other personal characteristics.*