

PROCUREMENT ANALYST

EMPLOYEE NAME:		DEPARTMENT:
DIRECT SUPERIOR:		AREA:

GENERAL DESCRIPTION

Supports the procurement/contracting cycle of the project. With a proactive contribution to commercial aspects of development, consenting, engineering, construction and, maintenance, facilitating competitive processes and commercial management of certain contracts.

MAIN ACCOUNTABILITIES

PROCUREMENT PROCESSES:

Supports and lead when required the implementation of contracting processes in coordination with the different project's departments. From the identification to the negotiation, assessment and awarding; Assure that information to make the SAP purchase orders is available according contract conditions approved and signed; Prepares and maintain planning of sourcing activities (Sourcing Calendar).

CONTRACTS MANAGEMENT:

Support the contracting management of the assigned contractors. identifying contractual risks, mitigations and/or alternative solutions.

Support preparation of claims, acting together with the project management, team members, internal and external lawyers.

Effectively communicate summaries of contractual obligations to the project team. Take responsibility for contract interpretation and advise the project team on the content of the contract in terms of scope, obligations and rights & remedies.

Ensures that a record of all contract notices (sent & received) is kept at project level, ensuring that notices are submitted on time and in accordance with the provisions of the contract.

SUPPLIERS MANAGEMENT:

Develops and ensures a solid relationship with the related suppliers across the supply chain. Analyses trends and forecasts within the market place with respect to suppliers, price/cost, quality, availability and technological change. Understand supplier's capability to deliver products and services according to requirements.

RESOURCES MANAGEMENT

PEOPLE: 0 direct reports

EXPENSES: N/A

REQUIREMENTS

EDUCATION: Engineering, Science, Physics Degree.

REQUIRED PROFESSIONAL EXPERIENCE: Between 1 and 3 years. Experience in commercial, legal or procurement positions.

LANGUAGES: Ability to read, write and speak English fluently, Spanish and Portuguese a plus

COMPETENCIES:

- Analytical and critical thinking. Ability to negotiate Proactivity and hard-working capacity.
- Excellent communication and influencing skills.
- Advanced knowledge of MS Excel.
- Desired programming knowledge.
- General knowledge of Supply Chain concepts.
- General knowledge MS Office.