

BUYER / Purchase Officer OIL & GAS

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Company: Kushi Civil Structural consultancy Pvt Ltd

Location: Abu Dhabi

Category: healthcare-practitioners-and-technical

JOB DESCRIPTION

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RESPONSIBILITIES

- Preparation of Vendor database, updating, developing new vendors, periodic review of Vendor Performance and Maintenance of the same
- Initiate RFQ (Request for Quotation) upon receiving the inputs (MRs) from Projects/Camp/HSE/HO
- Procurement Scope shall include:
 - Ø Welding Consumables like electrodes, Gloves, equipment's, Testing Equipment's etc.
 - Ø Safety & PPE Equipment's like Coverall, Gas Monitors, Shoes, Helmets, jackets, Breathing apparatus etc.
 - Ø Hardware like Bolts, Fasteners, paints, Blasting and painting Equipment's, Tools and Tackles, Masonry and Carpentry Tools etc.
 - Ø Structural and civil items like Beams, plates, Angles, Channels, Aggregate, Gatch, Cement, Garnets, Readymix Concrete, fence etc.
 - Ø Electrical Items like Cables, Wires, Distribution boards, Glands, Switches, Lightings, Cable Ties etc.
 - Ø Camp and Accommodation items like Furniture, TV, A/C, Container, Washing machine, Kitchen Equipment's, Spares, Daily Household items, Portacabins, Furniture, PVC Pipes and Fittings, Tea, Coffee, sugar, water, Cleaning Agents etc.
 - Ø Stationary items

- Detailed Comparison Bid for purpose of vendor selection
- Co-ordinate with initiator of MR for technical Evaluation of the offer
- Commercial evaluation & estimation, establishing and negotiating optimum terms & Condition
- Preparation of Supply/Service Purchase Orders
- Expediting all the Purchase Order for timely delivery
- Prepare reports on purchases, including cost analyses
- Arrange Payment as per PO terms by coordinating with Accounts
- Close out of Purchase Orders

REQUIREMENTS

- Degree in Science /Commerce / Business Administration /Diploma in Supply Chain and Material Management with 5-8 years' experience in Purchase (Oil & Gas Industries Preferable)

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