

Procurement Officer

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Company: Avanceon Middle East & South Asia

Location: Karachi

Category: other-general

About Us:

Avanceon is a leading multinational corporation specializing in automation, control systems integration, proprietary energy management solutions, and comprehensive support services. With a substantial market presence in key locations such as Dubai, Qatar, Saudi Arabia, and Pakistan, Avanceon has amassed 24 years of expertise in the automation industry. Evolving into a 360-degree solution provider, the company excels in automation, energy management, and service and maintenance. Having completed numerous successful projects for major blue-chip companies over two decades, Avanceon has established a robust reputation, demonstrating its commitment to excellence. The company is actively driving Industry 4.0 solutions, smart factories and leveraging the capabilities of 14.0, IoT and predictive analytics. Avanceon ensures the seamless integration of these advanced technologies into practical applications, supported by strong structures and practices.

Job Overview:

We are looking for a detail-oriented and proactive Procurement Officer to oversee our company's purchasing activities. The Procurement officer will be responsible for sourcing suppliers, negotiating contracts, managing vendor relationships and ensuring timely delivery of goods and services while maintaining quality standards and cost-effectiveness.

Responsibilities:

1. Supplier Sourcing and Evaluation:

Identify potential suppliers and conduct thorough evaluations to assess their capabilities, reliability and suitability.

Build and maintain a database of approved suppliers, ensuring compliance with company

policies and industry regulations.

Continuously assess market trends and industry developments to identify new opportunities for cost savings and process improvements.

2. Contract Negotiations and Management:

Negotiate favorable terms and conditions with suppliers to achieve the best value for the company.

Draft, review and finalize contracts and agreements, ensuring accuracy and compliance with legal requirements.

Monitor contract performance and address any issues or discrepancies in a timely manner.

3. Purchase Order Processing:

Generate purchase orders based on approved requisitions and ensure accuracy of details such as quantities, prices and delivery schedules.

Coordinate with internal stakeholders to confirm specifications and requirements for procurement activities.

Track the status of purchase orders, follow up on deliveries and resolve any issues related to late or incomplete shipments.

4. Vendor Relationship Management:

Cultivate strong relationships with key suppliers to foster collaboration, resolve conflicts and address concerns proactively.

Conduct regular vendor performance reviews and implement corrective actions as needed to maintain high service levels and quality standards.

Work closely with cross-functional teams to communicate supplier performance metrics and facilitate continuous improvement initiatives.

5. Inventory Management:

Collaborate with inventory control teams to maintain optimal stock levels and minimize excess or obsolete inventory.

Monitor inventory turnover rates, lead times and other relevant metrics to identify opportunities for optimization and cost reduction.

Requirements and Skills:

Bachelor's degree in Business Administration, Supply Chain Management or a related field.

At least 2-3 years of prior experience in procurement, supply chain or logistics.

Knowledge of sourcing and procurement techniques.

Commercial and payment terms

MS Excel and MSGP hands-on experience

Negotiations and Communication skills

Benefits:

Competitive salary and benefits package
Health/Life Insurance

Travel for easy commute

Opportunity to work in a dynamic and growing company.

Be part of a highly skilled and motivational team.#J-18808-Ljbffr

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