



PROJECT BUYER

Job Type: Full Time (Mon – Fri), Hybrid working/flexible
Location: Aberdeen

Reporting to the Supply Chain Lead, the Buyer is responsible for the coordination and implementation for the procurement of required goods and services; for Engineering construction, tooling, and general consumables.

Your duties and responsibilities will include, but not limited to:

- Monitoring existing purchasing procedures to ensure that the procurement process is effective and identify any procedural improvements.
- Processing requisitions, RFQ's, quotes and the issue of Purchase Orders to suppliers, for both Materials and Service Orders (in SAP)
- Negotiating the best possible price whilst ensuring vendors can arrange accurate and timely delivery.
- Updating and maintaining in house Material Management systems.
- Co-ordinating Kick of Meetings
- Management/Reporting Procurement Status Reporting
- Tracking Hires
- Invoicing queries
- Expediting orders to ensure that all promised delivery times from approved vendors are monitored and met.
- Internal expediting of PRF's / PO's/cost codes/vendor credit forms
- Assisting with qualifications on terms and conditions

Experience & Requirements:

- Knowledge of Logic and contractual terms
- Proficient in Excel and Powerpoint
- Exceptional Organisation and Problem-solving skills
- Proven experience in a similar position within the Oil & Gas industry
- Business Degree or HNC/HND equivalent
- Negotiation skills
- Good Communication Skills
- Team Working





Should you wish to apply for the above role, please send a copy of your CV to:

recruitmentpbs@pbs-offshore.com

Subject header: Project Buyer

Closing date: 21st June 2022

www.pbs-offshore.com

