



Senior Buyer

Job Type: Full-time (Mon-Fri), Permanent
Location: Aberdeen

Reporting to the Supply Chain Lead, the Senior Buyer is responsible for the coordination and implementation for the procurement of required goods and services; for Project specific and Business requirements.

Details/duties:

- Sourcing suppliers suitable for current and potential future requirements; developing strong working relationships and Updating the approved vendor list (AVL) with all new suppliers
- Monitoring existing purchasing procedures to ensure that the procurement process is effective and identify any procedural improvements.
- Negotiating the best possible price whilst ensuring vendors can arrange accurate and timely delivery.
- Processing requisitions, RFQ's, quotes and the issue of Purchase Orders to suppliers, for both Materials and Service Orders (in SAP and IFS)
- Updating and Maintaining in house Material Management systems.
- Co-ordinating Kick of Meetings
- Management of Asset 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
- Update and maintain PSR



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Qualifications/Experience required:

- Previous Project experience desired
- Proven experience in a similar position within the Oil & Gas industry
- Level / Diploma: Business Degree or HNC/HND equivalent
- Training / Certification: CPPB, APICS, SAP
- Good Communication Skills
- Team Working
- Exceptional Organisation and Problem-solving skills

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

RecruitmentUK@semcomaritime.com

Subject header: Senior Buyer

Closing date: 17th March 2023

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