**JOB DESCRIPTION**

**QUALIFICATION**

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Procurement Engineer</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Procurement</td>
</tr>
<tr>
<td>REPORTS TO:</td>
<td>Procurement Manager</td>
</tr>
</tbody>
</table>

**JOB SUMMARY:**
Organizing and executing Procurement activities for materials, services, contracts in order to provide effective and efficient services to meet the needs of the company, for its ongoing EPC, construction projects and to meet the departmental sourcing needs.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Create RFQ for the materials and services, for projects, departments, for project materials, consumables, fixed assets, equipments, services and sub contracts.
2. Float RFQ and RFP to bidders, follow up and obtain open and sealed bids
3. Techno-commercial evaluation and preparation of comparative statements
4. Generating PO for services and materials,
5. Follow-up on material delivery and documentation requirements,
6. Follow client standards and procedures for inspection, documentation requirements, delivery requirements, etc
7. Vendor evaluation
8. Vendor registration

**SECONDARY DUTIES AND RESPONSIBILITIES:**

Internal:

1. Generating reports in SAP and MS-EXCEL for the Purchase requisitions, RFQ's and PO's.
2. Monitoring of the Document control and expediting activities concerning the above purchasing documents
3. Attending client meetings and meetings with designers,
4. Attending vendor facilities, as necessary in expediting and follow up.
5. Generating vendor database for the materials and services.

**Minimum Work Experience**

- 5 years procurement/buyer role in an EPC/construction industry preferably in KSA &/or the Gulf Country.

**OTHER SKILLS COMPETENCIES:**

- Good negotiation skills.
- Market knowledge in sourcing of materials and services
- Broad understanding in International and ARAMCO Standard and Specifications.
- Written and oral Communication.
- Team work.
- IT skills in MS-office and in ERP procurement module preferably SAP R/3 in Materials and Purchase Requisitions

**ACADEMIC EDUCATION:**

- University degree in Engineering,

**CERTIFICATIONS:**

- 

**LICENSES:**

- Preferably Licensed Engineer
preferably mechanical or electrical.

<table>
<thead>
<tr>
<th>TRAININGS:</th>
<th>WORK CONDITIONS:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Can work with minimal supervision and under pressure.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OTHER REQUIREMENTS:</th>
<th>COMPUTER KNOWLEDGE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGE:</td>
<td></td>
</tr>
<tr>
<td>MINIMUM – 25 years old</td>
<td>Advanced knowledge of Excel, MS Word, and Windows based PC applications &amp; ERP, Preferably SAP R/3.</td>
</tr>
<tr>
<td>MAXIMUM – 45 years old</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DRIVING SKILLS:</th>
<th>Physically strong and healthy.</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES ✓ NO ☐</td>
<td></td>
</tr>
</tbody>
</table>

- AGE: MINIMUM – 25 years old, MAXIMUM – 45 years old
- DRIVING SKILLS: YES ✓ NO ☐