



Procurement Responsible

Paralos Energy, a well-established energy projects construction company is seeking to recruit a Procurement Responsible. The right candidate should hold an Engineering Degree, preferably an Electrical or Mechanical Engineering. Supply Chain Management or Logistics Degrees are also considerable academic qualifications.

The successful candidate will be joining our procurement and contracts team and will be responsible for sourcing equipment, material as well as managing various vendors for the procurement activities referring to a wide variety of energy projects including but not limited to: High Voltage Substations, Wind Farms and HV/MV Transmission lines, in the Greek area as well as abroad. Contracts negotiation and drafting for both vendors and customers will be also among the successful candidate's responsibilities.

Responsibilities:

- You develop, lead and execute purchasing strategies
- You track and report key functional metrics to reduce expenses and improve effectiveness
- You craft negotiation strategies and close deals with optimal terms
- You partner with stakeholders to ensure clear requirements documentation
- You forecast price and market trends to identify changes of balance in buyer-supplier power
- You perform cost and scenario analysis, and benchmarking
- You assess, manage and mitigate risks
- You seek and partner with reliable vendors and suppliers
- You determine quantity and timing of deliveries
- You monitor and forecast upcoming levels of demand
- You are in close contact with the project managers and ensure that delivery deadlines are met and optimal coordination is achieved
- You negotiate and draft contracts for vendors and for customers
- You monitor, in a frequent basis, construction contracts with customers as well as construction and supply contracts with vendors
- You assist in the works progress certifications of construction contracts for customers and for subcontractors

Qualifications:

- You are familiar with the Procurement Responsible role. Proven previous working experience in Procurement or in general Logistics, Supply Chain Management is a plus
- You have excellent communication skills and interpersonal abilities, including negotiation skills
- You have previous experience with contract drafting
- You are familiar with sourcing and vendor management
- You have interest in market dynamics along with business sense
- You are able to gather and analyze data and to work with figures
- You have a solid judgement along with decision making skills
- You have strong leadership capabilities
- You are highly organized and have a team working and problem-solving attitude
- You are able to multitask with a strong understanding of your core duties

What we offer:

- Interesting and diversified opportunities in the fast-growing energy sector
- Interdisciplinary teamwork in a successful and dynamic company
- Friendly working atmosphere

We look forward to receiving your application via our online form.

T: +30 210 6836100

@ : info@paralosenergy.gr