

## PROCUREMENT SPECIALIST

Serbia - Smederevo

### Responsibilities:

- Timely ordering of all materials and systematic monitoring of stock
- Promotion of cooperation with existing and establishing cooperation with new suppliers
- Finding a new offer / sources with the aim of providing maximum opportunities to control costs
- Closely work with the project team to identify opportunities for cost savings and efficiency
- Negotiate about the terms and conditions of the draft contract with the chosen suppliers in connection with the engineering department
- Manage supplier performance, claims, change orders and warranties
- Contact and organization of transport under the best conditions
- Monitoring of the documentation and goods receipt
- Preparation and analysis of ordinary and extraordinary reports

### Requirements:

- University degree
- Approximately 3 years of experience in the metal industry
- English proficiency
- Computer literacy (Windows, MS Office)
- The ability of individual responsibility and efficient work in a team
- Good communication and interpersonal skills
- Good negotiation and analytical skills
- Capability initiatives and decision-making

### What we offer:

- Dynamic and creative environment
- Professional development opportunities
- Remuneration according to experience and skills

If this sounds like your new job, send us your current CV only in English, and a motivation letter telling us how and why you want to help us grow,

by e-mail to: [office@metech-srbija.com](mailto:office@metech-srbija.com)