

BRINGING

CARE

Our aim is to deliver quality service to professionals, who are ready to change their careers. We would

Procurement Coordinator

On behalf of our client, an international property development and investment company, we are looking

You will be expected to:

Administer the tender process in collaboration with the Procurement Manager for technical and commercial

Communicate with the Procurement Manager and Legal Advisor and provide reports regarding the progress of

Assist the Procurement Manager in the establishment and maintenance of the policies and procedures

Assist the Procurement Manager in management of Contracts for follow through.

Assist the Procurement Manager in overseeing variations to contracts, extension of time, variations and

Prepare Pre-qualification Questionnaires and evaluate submissions.

Assist the Procurement Manager with the preparation of RFPs and evaluation thereof.

Review the specifications and technical requirements for issuing and awarding tenders.

Take responsibility for internal purchases and administration of on-line purchasing systems, be actively

Assist with the coordination with the selected tenderer to ensure completion of administrative processes

Assist the Procurement Manager in resolving vendor or contractor grievances and claims against suppliers

Prepare reports on procurement activities as per request.

□

In order to succeed, you fulfill the following criteria:

Bachelor Degree in Law, Civil Engineering or Construction Management.

Full membership in a Professional Chartered Quantity Surveying or Procurement Organisation.

Previous experience working as an Assistant Procurement Manager on a large construction project.

Strong knowledge of procurement and tender procedures;

Knowledge of construction contracts and construction claims;

Ability to gather, analyse and evaluate facts and documents;

Excellent negotiation skills, ability to form strong and long-term business relationships;

Fluent in Montenegrin and English languages;

Computer literate (MS Office package).

If you meet the requirements mentioned above and you are not afraid of challenges, we will be pleased

Please send us your updated CV with contact details to: **jobs@connectu.me**

We are a HR Centre of Expertise originating from Scotland, and with presence in the region of South-E