



Procurement Engineer

Job Description

Position reports to the Procurement Manager.

Main responsibility includes, but is not limited to liaising with various stakeholders within the company to understand the requirement in terms of specifications, delivery, and budget limits. This would entail interaction with various functions, namely commercial, logistics, Engineering, and Service operations for the execution of the projects.

This role demands having knowledge of Material standards (Ex: ASME, ASTM, ISO, IS, etc), various manufacturing processes, and testing (Mainly related to Fabrication & Piping).

Key Responsibilities and accountabilities:

Responsible for the following Procurement Operations,

- Floating Enquiries based on the approved vendor list and Obtaining Quotations
- Preparation of Techno Commercial Comparison
- Negotiation with the Vendors for Price as Well as Timelines
- Obtaining the Management Approval on Expenditure
- Releasing the Purchase Orders
- Periodically Expediting the Items for On Time Delivery to Meet the Project Deadlines
- Follow Up of Drawings/Data Sheets, QAP (Quality Assurance Plan), Inspection and Test Plans Schedules for Timely Deliveries
- Timely Payments to the vendors and Closing of Purchase to Pay Cycle.
- Evaluation of Vendors & Publish Vendor Performance rating as per Quality, delivery time, and price
- Identification of New Vendors & updating of Approved Vendor Master list
- Providing logistic support and overseeing the overall logistic processes in support of the objectives of the organization.

Candidate Profile:

- Graduate Engineer with good written and verbal communication skills.
- Knowledge of sourcing, negotiation, contract, capability assessment, supplier development, as well as on supply chain aspects.

- Experience in handling import and export shipments added advantage.
- Able to review technical drawings, specifications, and other engineering documentation.
- Microsoft Office: Excel, PowerPoint, Word, Outlook & Access
- Exposure to ERP Systems and project management tools
- Strong analytical and problem-solving skills

Experience:

- Min 2-5 years of experience in procurement or in supply chain-related functions.
- Experience in
- the Manufacturing or Fabrication Industry is highly preferred.

Qualification: BE or B Tech in Mechanical/ Industrial Production/Electrical/Instrumentation Engineering from a reputed University.

Industry: Manufacturing / Production / Fabrication

Sector: Oil & Gas/Power Sector