Job Description – Procurement Engineer

The Procurement Engineer investigates the market with specifications and performance requirements for Water/Wastewater Treatment Plants and products, analyzes technical and commercial data based on the responses received, re-iterates with bidders, recommending those most desirable using tools like bid comparison tables/ BOQs. On approval, the Procurement Engineer issues the Purchase Order, tracks and expedites the supply, handles Inspections and delivery to site. The Procurement Engineer also provides assistance in supplier-site co-ordination for site handling, storage installation and commissioning.

Skills

- Total 1 Year in Procurement in Contracting/ Manufacturing Industry desirable
- Good English written and spoken, High Computer skills
- Knowledge of Middle East markets desirable.

Education

Degree in Mechanical / Electrical Engineering

List of Duties:

1. Identification of all requirements in requisition for purchase issued by Design Department.
2. Maintain the BOQ with updates from suppliers until after awarding the contract.
3. Receiving the price quotations. (competitive quotes)
4. Prepare schedule of comparison
5. Reiterate with designers and suppliers for finalization of quantity and quality.
6. Establish delivery terms, time and stages of inspection for the supply with Project Management Team.
7. Ensure that all potential suppliers are provided with identical information upon which the quotations are given equal opportunity to meet the desired requirements.
8. Negotiate the best payment terms and contract conditions, maintaining high level of integrity.
9. Keep accurate records to justify the process and any other related decisions made in this regard.
10. Issuance of Purchase order.
11. Tracking and expediting of Shipment.
12. Handle Delivery and inspection of items. Assist in Insurance claims, if any.
13. Storage and handling on site, prior to use, during installation and commissioning and closure of any surplus/defective materials after the completion of the project.
14. Client acceptance/rejection, warranties and other related follow up matters with the supplier till completion of Project.
15. Keep updated with market developments and assist in Vendor Development.
16. Regularly train on company development programs.
17. Report on budget versus Actual performance on project-wise basis.
18. Arrange and participate in meetings between suppliers and Company engineers and other personnel to facilitate standardization and economical procurement.
19. Assist Tendering and Costing Department as required.

Company Profile:

Veolia Water Technologies (Veolia) is the technical subsidiary of Veolia Water and the world leader in water treatment. A specialist in engineering and turnkey design/build projects, Veolia Water Technologies also offers a wide range of technological solutions and associated services. Veolia employs more than 187,000 people across the globe.

OTV SA is a leading company and a water treatment technology specialist company within Veolia Water Technologies. It develops some activities of the group in the world, providing unique water and wastewater solutions to industries and municipalities. The Lebanon office handles Design, Build and Operate activities in water and wastewater treatment in the Lebanese and Jordanian territories. It is located in Corniche Al Nahr and employs over 50 employees.

General website: www.veoliawatertechnologies.com