

EPPC Albania on behalf of its client, **an international company, leader in the production of construction materials**, is currently recruiting a **Procurement & Customer Care**

Major responsibilities:

- Manage procurement activities by tracking supply of materials, capital equipment purchases and services in order to optimize the supply, all while maintaining the lowest desired level of working capital cost and improve company performance and effective collaboration;
- Adhere to all safety policies and procedures;
- Ensure compliance with company procurement procedures and other contract obligations;
- Understand and utilize the company purchasing best practices;
- Using in daily day all internal procurement applications for better reporting and statistics in terms of cost saving;
- Support contract negotiations and vendor selection processes;
- Manage supplier forecasting process;
- Identify areas of risk with suppliers & materials;
- Ensure purchase orders are released with accurate pricing;
- Processing order, issue PO. to source plant;
- Monitor shipments, ensure that they will arrive on time;
- Handling and follow up complaints until compensation has been made to customer.

Requirements for this position are:

- Bachelor degree, in finance field preferred;
- Proven experience working as a procurement specialist in the same area required;
- Min 3years' work experience (experience serving as purchaser in a manufacturing company – preferred);
- Excellent negotiation and problem-solving skills;
- Navision knowledge is preferential;
- Good communication skills;
- Accurate reporting skills/attention to detail/ math skills;
- Proficient advance excel expertize skills;

How to apply

To apply for this opportunity, please fill your application until **16th August 2021** at: aplikim.eppc.al

You will be contacted by eppc only if your CV will be qualified.