



Project Procurement Officer

IK-Norway as is looking for a Project Procurement Officer with a minimum of 5 years' experience from procurement in Oil & Gas process industry. The procurement Officer will support the Project teams in the sourcing and purchase of goods and services required to fulfill the project requirements.

DUTIES AND RESPONSIBILITIES

- Responsible for company project procurement needs from initial inquiry to final delivery
- Establish and ensure continuous improvement of the project procurement processes
- Drive procurement activities to improve project turnaround time and profitability
- Interface between internal engineering and suppliers to meet project requirements
- Maintain progress reporting for all project procurement activities inhouse and at supplier's facilities.
- Establish and provide Key Performance Indicators for project procurement activities
- Maintain, update and expand the approved Suppliers list
- Identify, participate and follow-up supplier audits
- Assist facilities procurement and Logistics functions as required
- Stock management
- Perform work in compliance with all applicable HSE&Q regulations and requirements.

AUTHORITY

- Procurement according to authority matrix
- Managing Stock items

QUALIFICATIONS

- Experience and or good understanding of Mechanical Eng./Machining/Fabrication
Relevant experience with purchasing
- Preferably experience from the Oil & Gas industry
- Relevant bachelor`s degree (work experience can compensate for lack of formal education)
- Norwegian oral and written

SKILLS

- Analytical Skills
- Strategic thinking
- The ability to work in teams
- Influencing and persuasion skills
- Change management

Workplace: Mainly at IK Norway, Christian August Thorings veg 9, Stavanger

Start: ASAP

For more information about the position, please contact:
Business Services Manager Anette Sørensen mob. +47 48273750

Please send your application and CV to Job@IK-worldwide.com