

Title	Purchasing & Contracts Agent
Job Opportunity Code	GR-CPS04-21
Department	Supply & Logistics
Reporting to	Department Manager
Main Location	Elefsina, Greece
Form of Employment	Full time
Final Submission Date	07.10.2021, 17:00 GMT+2

Part 01 / Job Description and Purpose

The position was mainly established for the purpose of supporting the Project Supplies Team. The candidate is required under limited supervision and direction, to perform difficult and complex technical and commercial duties comprising the negotiation, analysis, preparation, revision and monitoring of contracts. The contracts may involve the purchase of products and services such as supplies, equipment, materials, subcontracting services and other items necessary for supporting the execution of company's offshore projects and always in accordance with established policies and regulations. The Purchasing & Contracts Agent research, evaluates and purchases services, supplies and equipment based on price, service, quality and warranty, and also reviews specifications, prepares bid forms and handles bidding process, analyses bid results and makes recommendations and awards, while processing purchase orders and other requests and preparing and maintaining relevant contract files.

Important Note

As part of your role, you will be handling sensitive information in terms of company's private information and thus you will be granted a higher user security clearance. Please be aware that because of these critical duties, you will be subject to system monitoring, and supervisory evaluation to ensure continuous adherence to security clearance processes and procedures. Higher security clearance users are subject to a zero-tolerance policy for security violations.

Part 02 / Major Responsibilities

- **Contracts Management**
 - Drafts, evaluates, negotiates, revises and executes a variety of contracts with suppliers
 - Manages complex contract negotiations and manages all changes in and addendums to existing contracts
 - Ensures the relevant internal contract accompanying documents are accurate and well maintained
 - Performs financial monitoring and control of the contracts
 - Monitors the performance of each signed contract
 - Meet with suppliers to review both legal and business matters
 - Analyses all requirements and provisions in contracts, including terms and conditions, to ensure compliance with all laws and regulations and company policies and procedures
 - Ensures that contracts are in line with corporate goals and objectives
 - Coordinates with the finance department to ensure in-time payment of invoices
 - Coordinates/liaises with projects managers
 - Conducts special projects as assigned
- **Procurement Process**
 - Performs the material procurement process in accordance with Asso Group's business activities, policies, procedures and ethical standards.
 - Ensures timely issue of RFQ's to correct vendors

- Ensures timely receipt of vendor offers for each requisition before or by due date
- Ensures technical offers are distributed to reviewers in a timely manner
- Ensures commercial information is kept confidential and not released to persons outside of the Group and only to relevant people
- Produces accurate Commercial Bid Evaluation (CBE);
- Reviews CBE & Technical Bid Evaluation (TBE) to produce a Recommendation of Award (ROA) for internal approvals prior the release of the PO as per the guidelines
- Evaluates the quality and appropriateness of proposed services, supplies and equipment; conducts cost and quality comparisons and analysis
- Creates PO with all supporting documentation, as per requirements
- Liaises with vendors on a planned basis for the purpose of keeping abreast of their capabilities, new products and interfacing with their management personnel
- Develops and maintain a commercially sound vendor base, continual survey of the market for new supply sources including non-traditional suppliers and assist in maintaining Asso Group “Approved Vendor List”. Evaluates and monitors vendor performance on a continual basis
- Helps develop project “Approved Vendors” lists. Pre-qualify vendors, if required, to obtain internal and client approval to use new vendors
- Monitors vendors/subcontractors’ performance
- Opens and disseminates mail daily
- RFQ Process
 - Reviews requisitions to verify accuracy and complete scope of work involved
 - Issues RFQ to vendors and secure compliant offers, manages and updates the RFQ Sourcing list on a timely basis
 - Liaises with the requisitioner, if required, to ensure that TBE’s are completed on schedule
 - Coordinates with vendor clarification process thoroughly
 - Participates in commercial negotiations with vendor and perform CBE & TBE per guidelines, ensuring prices are kept confidential and not shared with anyone outside the group and only to relevant people
 - Places POs with selected vendors
 - Reviews and approves orders that are within approval limit.
 - Provides on-going PO administration including PO revisions, resolution of discrepancies etc. as required during the life cycle of the order
 - Maintains an updated PO file
- Expediting Process
 - Provides help and guidance to project dedicated expeditors
 - Resolves commercial clarifications with vendors
 - Provides advice on any potential vendors interested in supply agreements
 - Regularly exchange information on new products and sources, market trends and lessons learnt with other Asso.subsea Teams
 - Administers the bid pricing process
 - Participates in the production of a monthly market watch report
 - Participates in PO close-out
- Other
 - Evaluates and monitors contract performance to ensure compliance with contractual obligations and to determine need for change
 - Adheres to all compliance and auditing requirements for the conduct of ethical and transparent operations including the compliance to all Asso Group policies, guidelines and procedures
 - Complies with Health, Safety and Environmental policies and procedures and complies with all audits and inspections

Part 03 / Position Requirements

03.1. Education & Training

(The extent or level of knowledge or training obtained by formal education or outside study that is necessary to achieve normal job performance and proficiency. Such knowledge is to be considered the minimum education required for performing the position responsibilities.)

- Advance training in Mechanical or Civil Engineering or similar field of expertise, such as one would receive at a university, technical trade schools etc., or even by multiple years of on-the-job training
- Fully conversant with modern procurement and purchasing techniques is preferable
- Clear and effective oral and written communication skills in English language
- Proficient knowledge of Microsoft Office required
- Additional working knowledge of foreign languages, (e.g. Italian, German, French etc.) are to be considered as extra skills;
- In the event of male candidate, completed military service

03.2. Experience

(The minimum experience required to perform the job. This experience can be gained in previous employment in a similar job and/or on the job with the current employer. Experience in this factor is measured in time periods e.g. 3-6 months, 3-5 years, 10-15 years etc.)

- Minimum 5 years working experience in similar positions
- Other working experience is under consideration as well
- Experience of working with technical contracts and contracting/ subcontracting services
- Experience of Purchasing bespoke, manufactured parts including scheduled deliveries
- **Experience in the offshore industry and management of large and complex offshore projects is to be considered as extra skills**
- Experience of working with ERP systems is to be considered as extra skills
- Proven track record of controlling and reducing external spend whilst developing a robust supplier base and contract management to be considered as extra skills

03.3. Skills & Personal Qualities

(The minimum set of skills and personal qualities required to perform the job. Skills required are presenting the expertise or talent to do a job or task. Personal qualities describe the life skills need to be used to communicate and interact with other people, both individually and in groups. Both indicate the candidate's qualifications as they relate to the job and how they fit in the company culture.)

- Demonstrate a solid understanding of legal terminology
- Comfortable working as part of a multidimensional team
- Exemplify a strong attention to detail

- Possesses superior organizational skills and the ability to manage multiple projects with shifting deadlines
- Capable of professionally managing confidential information
- Ability to sense the mood of the requisitioner/ customer/ supplier and react appropriately
- Demonstrates excellent written and verbal communication skills.
- Ability to react well at all communication levels
- Exhibits strong analytical and critical thinking abilities
- Has working knowledge of financial analytics and profit and loss implications
- Has excellent technological knowledge and abilities
- Must possess problem solving skills
- Must be able to exercise judgment within procedures and practices to determine appropriate action; (common sense)
- Ability to implement projects under pressure
- Strong interpersonal and analytical skills operating with high level of responsibility and independency
- Must be flexible in work habits and work schedule
- Must have the ability to maintain good working relationships with other employees
- Ability to quickly assimilate new information
- Ability and willingness to learn new skills
- Ability to bring a new dimension to procurement activities

03.4. Decision Making & Problem Solving

(The mental skills and mental effort required to perform the job. The complexity of decisions and ingenuity required describes the variety and routine involved with assigned tasks and responsibilities, the frequency of problems and the extent to which the work requires analytical ability and exercise of judgement.)

- Tasks are diversified and follow a wide range of standardized slightly complex procedures
- Tasks are considered semi-routine and may be of several varieties
- Judgement exercise within procedures and practices to determine appropriate action; (common sense)
- Analysis of data generally applied to the solution of specific problems
- Problems may occur as a regular part of the job
- Candidate works on assigned objectives and may work occasionally independently on special projects

03.5. Supervisory & Management Responsibility

(Job responsibilities in regard to directing, controlling and coordinating the efforts of employees e.g. supervisory, training, management and advisory responsibilities. Describes the responsibilities for advising management, providing functional advice and control for coordinating activities or groups. Indicates the number of direct and indirect reports and their position(s).)

- No direct or indirect reports

03.6. Independence of Action

(Describes the extent and closeness of supervision required and received, as well as the availability and involvement of the immediate supervisor. Consideration should be given to standard practices, instruction and procedures, as well as as built in checks and reports that provide the employees with controls and restricts independence of action.)

- Occasional supervision required
- Candidate would work along on routine work and checks with supervisor only when in doubt
- Production generally precedes a check on the quality of work
- Established methods and procedures are clear and general instructions are provided

03.7. Consequence of Error

(Describes the responsibility for loss to the organization due to any single error resulting from actions or decisions involving the work function. Includes financial and material responsibility, responsibility for accuracy, and the safety of other. Describes the responsibility for establishing a budget and final accountability for its control. In some cases, budget responsibility may be indirect or influential.)

- Errors usually discovered when work is checked in succeeding operations
- Errors that result from omissions and insufficient work scheduling, have a strong impact on financial aspects and thus are considered as a major and important loss to the organization
- The effect is spread to multiple departments

03.8. Confidentiality

(Describes the integrity and discretion necessary to safeguard confidential data handled or obtained as a regular part of the job.)

- Daily contact with confidential data or information where disclosure will have a potent adverse internal and/or external effect

03.9. Contacts-Internal & External

(Describes the responsibility for meeting, dealing with and influencing others. Contacts may be internal and external. The nature, purpose, frequency and level of contacts should be described. The level of difficulty and importance of the contacts should be described.)

- Contacts of importance are a regular part of the responsibilities of the position
- Tact and judgement are required when dealing with others
- Excellent communication skills are required, both written & oral, when dealing with others
- Clear and effective oral and written communication skills in English language
- Ability to react well at all communication levels is important

- Internal Contacts – Presenting information where tact and judgement is required to obtain approval of action, cooperation or secure a decision
- External Contacts – Regular contact when dealing with outside contacts however, procedures and standards are established and are to be followed

Part 04 / Standard Job Requirements

- All individuals are expected to be flexible in undertaking the duties and responsibilities attached to their job and may be asked to perform other duties which reasonably correspond to the general character of their job and their level of responsibility
- All individuals are expected to maintain personal and professional development to meet the changing demands of the job and participate in appropriate learning and development activities
- To recognize health and safety is a responsibility of every individual, to take reasonable care of self and others and to comply with Health, Safety and Environmental policies and procedures and compliance with all audits and inspections
- To promote equality as part of the job and to treat everyone with fairness and dignity
- All individuals are expected to carry out their duties and responsibilities by adhering to all compliance and auditing requirements for the conduct of ethical and transparent operations including the compliance to all Asso.subsea policies, guidelines and procedures

Part 05 / Work Schedule

- The Purchasing & Contracts Agent has a schedule that flexes around the need but typically is based on a Monday-Friday 09:00 to 17:00 availability
- It is common for the Purchasing & Contracts Agent to work in a flexible basis to meet with needs/ deadline
- Travelling and overseas stays may be required in the line of business duties

Part 06 / Working Conditions

06.1. Physical Demands

(The nature of physical effort leading to physical fatigue)

The Purchasing & Contracts Agent will have to spend long hours sitting and using office equipment and computers, which can cause muscle strain. The candidate may be required to do some lifting of equipment, supplies and materials from time to time, weighting no more than 5kgs.

Generally, the job requires 90% sitting, 5% walking and 5% standing.

06.2. Environmental Conditions

(The nature of adverse environmental conditions affecting the person)

The Purchasing & Contracts Agent may have to manage a number of projects at one time and may be interrupted frequently to meet the needs and requests of other employees or the Team Manager. The candidate may find the environment to be busy, noisy and will need organizational, time and stress management skills to complete the required tasks. The job is performed in a generally clean and healthy environment.

06.3. Sensory Demands

(The nature of demands on the person's senses)

Sensory demands include use of the computer, which may cause eyestrain and occasional headaches. The areas of work may be noisy and busy making it difficult for the person to concentrate.

06.4. Mental Demands

(Conditions that may lead to mental or emotional fatigue)

The Purchasing & Contracts Agent may have to deal with a very stressful environment as there are times were the requisitioners/ customers/ suppliers are frustrated or acting under pressure and require immediate services.

	Minimal	Moderate	Extreme
Physical Effort	X		
Health Risk	X		
Sensory Required		X	
Mental Stress		X	

This job description is intended to convey information essential to understand the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties and responsibilities or working conditions associated with the position. All the above are illustrative duties and the post holder will be expected to become involved in a range of work to enable the team to respond effectively to the requirements of the Company.

We are an equal opportunities employer. We are determined that no job applicant or employee receives less favorable treatment on the grounds of sex, pregnancy or maternity, gender re-assignment, sexual orientation, religion or belief, marriage or civil partnership, age, race, or disability. All information will remain confidential to the Company and will be handled in accordance with the requirements of the Personal Data Protection legislation.