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**Position Title** : Mechanical Procurement Engineer

**Reporting to:** CEO

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### *Part 1 – Job Overview*

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Develops specifications and performance test requirements to facilitate procurement of parts & equipment for Al Badia Cement Plant, and analyze technical data, design, preliminary specifications, manufacturing limitations, supplier facilities and availability of parts and equipments. The position holder should understand the general terms and conditions for the procurement of specialized equipments, and prepare bid packages, evaluate proposals, negotiate subcontract provisions.

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### *Part 2 – Main Duties & Responsibilities*

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- Build procurement system and procedures with highly efficient automation (ERP)
- Develop procurement packages to send to the Supplier.
- Consults with engineering personnel to establish performance criteria and specifications for the equipments.
- Arranges and participates in conferences between suppliers and engineers.
- Set procurement system which categorise the equipments into critical, normal and non-critical.
- Interviews supplier representatives regarding specifications, costs, inspection, and similar problems relating to parts and equipment.
- Develop, prepare and execute custom strategies for procurement of engineered equipment and industry standard items.
- Leading the proposal technical evaluation team, interfacing with suppliers to evaluate progress and monitor adequacy of technical performance.
- Investigates potential suppliers and recommends those most desirable

- Develop and/or review technical and procurement specifications.
  - Direct others supporting work efforts with regard to priorities, schedule need, and technical issues of importance.
  - The candidate must be familiar with the basics of mechanical and electrical engineering concepts.
  - To be familiar with the differences and qualities of different electromechanical parts.
  - Must have knowledge in the industry filed or in similar industries.
  - Must have experience in any computerized system for procurement management (ORACLE or SAP..etc).
  - Prepare procurement plans and reports
  - Evaluate suppliers
  - Minimize inventory costs
  - Build a strategic relation with suppliers
  - Ensure no interruption to production
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### ***Part 3 – Work Location***

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Damascus – Head Office / Abo – Al Shamat Plant.

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#### **Part 4 – Personal Specifications**

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- Education:**
- ❖ University degree in Mechanical Engineering
  - ❖ MBA is a plus
- Experience:** Minimum of 5 years experience in procurement/supply chain management in cement, oil, construction, or any related heavy industries.
- Knowledge, Skills, and abilities:**
- ❖ Good understanding of procurement process preferably in manufacturing industry.
  - ❖ Experience with high level ERP System (ASP, Oracle... etc)
  - ❖ Tendering documentations and evaluation.
  - ❖ Good communication and strong negotiation skills.
  - ❖ Good analytical and problem solving skills.
  - ❖ Strong bilingual communication and computer skills.
  - ❖ Attentive, meticulous, organized and with good attitude.
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*Mechanical Procurement Engineer Signature*

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**Date**