

Our client is a company active in the Oil & Gas sector that belongs to an **International Group**, based on Madeira International Business Centre, that intends to recruit throughout our services an:

PROCUREMENT ENGINEER TRAINEE (M/F)

Reference: F251/055785

Under the responsibility of the Madeira Supply Chain Lead Engineer, this professional will be responsible for: identifying potential suppliers/subcontractors into our client's database; finalizing the request for quotation (RFQ) dossier and dispatching it to suppliers. Also ensuring that suppliers' technical proposals for raw materials, equipment's, mechanics' spare parts are technically suitable and in accordance with the purchase requests (PR) issued by our client's fabrication Yard (fabrication for Oil & Gas Offshore projects).

KEY RESPONSABILITIES:

- ✓ Receive, technically first check the PR & clarify (if needed) with Yard requesters &/or purchasing Dpt.;
- ✓ Record & capture all data of PR into our client's IT system;
- ✓ Clarify the technical & commercial terms & conditions with suppliers prior to select one & to prepare the Purchase Order (PO) into the IT system;
- ✓ Ensure technical documents' control tasks & filing;
- ✓ Any other delegated works as instructed by SCM Lead Engineer within the timeframe specified, in a safe and efficient manner to meet business requirements.

PROFILE:

- ✓ Degree in Mechanical Engineering (considered as a plus knowledge of steel fabrication and welding process);
- ✓ No experience required;
- ✓ Good knowledge of spoken and written English;
- ✓ High degree of computer literacy;
- ✓ High communications skills and ability to work in a team;
- ✓ Ability to work under pressure;

WE OFFER:

If you seek an opportunity to develop your professional carrier and face new challenges, then you should apply to this position.

Randstad Professionals

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good
to know
you

The logo for Randstad, featuring a stylized 'r' symbol followed by the word 'randstad' in a lowercase, sans-serif font.

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