

- SENIOR SUPPLY CHAIN SPECIALIST -

Référence : 02720

For one of our client on a major industrial project, Wise Lab and Energia are looking for a **Senior Supply Chain Specialist**.

Responsibilities

- Work according to the client processes, use SCM tools, and behave in accordance with Client Business Code of Ethics.
- Participate in selection of suppliers in line with internal processes. Control and administration of Suppliers and subcontractors. Maintaining and developing networking with local providers.
- Ensure feedback and supplier performance evaluations upon completion of works by use of the Saving and Value Capture/Overrun Report and Supplier performance assessment.
- Ensure compliance with company rules pertaining to cost commitments and cost control.
- Propose Suppliers Bidders Lists based on Company and client's approved Suppliers Lists and based on approved SCM strategy.
- Perform commercial and contractual analysis, schedule evaluation of bids, and incorporate technical evaluation from Engineering, QA, QC & HSE. Finalise the bid summary and make recommendations to customers (country, projects, fleet/vessels) for technically acceptable solutions.
- Perform commercial negotiation and ensure the best deal for the client.
- Is "cost saving" oriented, challenge request, record savings.
- Prepare and submit the Supplier and Commitment Approval Form (SCA) for signature by the proper authorised personnel. Any commitment with third parties must be authorised by budget holders.
- Initiate & expedite the PR & PO process in SAP.
- When required, organise the Kick off Meetings with Vendors, ensuring that instructions related to Vendor documentation and the administration of the Award are clearly explained and understood.
- Maintain Procurement Plans up to date and report to stakeholders. Follow up & Report all project's cost commitments, related to supply chain, to Projects Management and In-Country Operations Manager.
- Responsible for the delivery in time, cost and quality of the material, services and documents of the Award.
- Daily control and follow up of commitments, payments and expediting of orders
- Check Suppliers invoices and the final account obtain the corresponding close out certificate from Suppliers and issue the as-built revision of the Award.
- Review all correspondence and take necessary actions as required. Maintain the files for each Award in an orderly fashion

Experience and Qualifications

- Upper education certificate in relevant field
- Significant experience in a previous procurement role. (at least 8 years and preferably within Oil & Gas Industry)
- Knowledge of local panel of suppliers
- Good administrative and time management skills
- Microsoft Pack office – Advanced
- Effective interpersonal and communication skills and accurate reporting, both written and verbal,
- Able to work under pressure
- Knowledge of Health, Safety & Quality
- Must be fluent in English (oral and written). Moreover, must be comfortable with interlocutor speaking English over the phone, from anywhere in the world.
- Knowledge of Logistics and International trade (Incoterms, Transport Documentation...)
- Knowledge of SAP Software
- **Available ASAP**

Position to be filled ASAP

Working location : Dakar

One year contract, potential permanent contract at the end.

Please send your application files with 02720 in reference and your resume in pdf version to recrutement@wiselab.tech .