

JOB TITLE

Assistant Manager Procurement

LOCATION

Islamabad – PK

JOB FUNCTIONS

- Engage with stakeholders to understand business needs, ensure that procurement policy and guidelines support the needs of the organization, and that best practice is delivered.
- Conduct market tenders and manage the evaluation across a cross-functional team to determine supplier selection.
- Draft contract based on standard terms and conditions.
- Support the procurement lead on complex negotiations to optimize overall commercial position.
- Manage the end-to-end procurement process (including SRM) for key contracts in collaboration with key business areas.
- Ensure processes and procedures are fully documented and followed.

SKILLS AND EXPERTISE

- Ability to identify issues through sound analysis and application of commercial acumen in all situations.
- Ability to manage multiple projects and stakeholders simultaneously.
- Work effectively under pressure and manage conflicting priorities.
- Intermediate to expert level understanding of Infrastructure, software license metrics and software procurement trends.

EDUCATION AND EXPERIENCE

- Minimum Bachelors or above.
- 4 to 5 years of experience in related field.
- Accredited Procurement / Supply chain certification (such as CIPS etc.) is preferable.

**WE ARE
HIRING**