

**JOB DESCRIPTION**  
**Purchasing Specialist**  
(Number of Positions : **1** / Location : **Tanger**)

**Responsibilities :**

- Assures suppliers Market intelligence in line with coficab's sourcing strategy (Cost saving, Risk management, Plants requirements, etc.). Conducts suppliers qualification process, requests for information (RFI), requests for quotations (RFQ) and updates of suppliers Master Data.
- Negotiates contract or agreements terms and conditions with local suppliers, prepares or reviews draft version of contracts or agreements and follows up their validation and signature according to the predefined purchasing authority matrix and approval process. Creates approved contracts on the ERP and archives the original (signed) paper version.
- Reviews purchase requisition (PR) completeness and identify suppliers shortlist to be consulted (Master data).
- Sends RFQ to suppliers, monitors quotations reception, develops and validates the comparative statement and follows up the final suppliers selection according to predefined purchasing rules.
- Arranges transportation of goods and follows up with suppliers for delivery confirmation.

**Qualifications and Experience :**

- Master's/ engineering degree (in logistics & supply chain management
- 1- 3 years in similar position
- French and English
- Purchasing strategies, purchasing processes, negotiation skills, Survey techniques, Basic accounting and finance, legal norms (contracts), Continuous improvement techniques, QHSE standards, Analytical and problem-solving skills, organizational skills, and Risk Management
- MS Office Softwares (Excel, Words, PPT, ...) et MES, applications ERP
- Behavioral competencies: Communication, Building relationships, Self development.