



## **CAREER OPPORTUNITY**

**JOB TITLE** : Senior Manager Contracts & Procurement

**REPORTS TO** : GM Contracts & Procurement / Company Secretary

---

### **Job Purpose:**

The Senior Manager Contracts & Procurement position will be responsible for leading the Contracts & Procurement team and providing leadership for the Contracts & Procurement Administration, Compliance, and Database Function. The incumbent will be expected to develop strategies which maximize efficiency, increase database of potential vendors, ensure cost-savings, and reduce liability exposure and add value.

The incumbent will be responsible for managing contracts, supplier management, supplier negotiations, collaboration with internal departments, review modifications, extensions, and contract closeout documents. He / she will be expected to monitor vendor performance and make recommendations for improvement (where appropriate).

This position will also be responsible for managing the end-to-end procurement (excluding the purchase of crude oil) and tendering process from the issuance of tender till the awarding of job.

**Education:** B.E. / MBA

**Experience:** Minimum 14 years of relevant experience

**Technical Competencies:** In depth SAP Knowledge (knowledge of SAP Ariba will be added benefit), Good Understanding of Contractual Documentation, Custom Clearance, and Freight Forwarding Documentation, Preparation of Tender Documents.

**Non-Technical Competencies:** Good Communication Skills (both oral and written), Effective Coordination, Decision Making Skills, Vendor Management, Negotiation Skills and Initiative.

Interested candidates may apply in confidence on [jobs@prl.com.pk](mailto:jobs@prl.com.pk) latest by **Wednesday, May 22, 2024**. Kindly mention the position i.e. **“Senior Manager Contracts & Procurement”** in the subject.

Only short-listed candidates will be contacted.

The Company is an equal opportunity employer and offers market-based compensation package.