



People Connectivity

## PROJECT BUYER

### KEY RESPONSIBILITIES:

The Project Buyer is responsible for executing the procurement activities for the ERB RAIL project. Main job tasks are related to tender management, purchasing process and ensuring that project documentation complies with standards and the contract requirements.

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### DUTIES AND RESPONSIBILITIES:

- To work closely with the Supply Chain Managers and the Supplier and Subcontractor Procurement Director to implement the procurement strategies and processes defined by the Management Team.
  - To process Purchase Requests (PRs) and follow up regularly to ensure timely execution.
  - To be responsible for placing Purchase Orders (POs) and tracking their progress.
  - To conduct market research and sourcing to identify potential suppliers.
  - To draft and publish tender documents in compliance with the project and local regulations.
  - To organize information sessions for bidders and respond to their queries.
  - To analyze commercial bids in collaboration with technical and production teams based on quality, cost, and delivery capabilities.
  - To prepare evaluation reports and recommendations for contract awards.
  - To finalize contracts details regarding provisions, pricing, delivery and payment terms for selected suppliers and ensure compliance with the contract and with regulatory requirements.
  - To oversee proper contract execution and manage changes or resolve issues with suppliers to ensure project timelines and quality standards are met.
  - To build and maintain strong relationships with suppliers to ensure long-term collaboration.
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### JOB REQUIREMENTS:

- Bachelor's degree, preferably procurement, construction, transport or logistics. May also be final year students.
  - Experience in procurement, in construction/ infrastructure projects.
  - Experience in the field of equipment management and materials supply.
  - Knowledge of the construction market: materials, contractors, equipment.
  - Knowledge of the Latvian language and English language proficiency, both spoken and written, to perform duties in relation to all colleagues coming from JV partner companies.
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### WE OFFER:

- Opportunity to gain professional experience in an international company.
  - Monthly salary starting from 2000.00 EUR gross (based on experience and competence).
  - Opportunities for professional development and career growth.
  - Great working environment and support in the work process.
  - Workplace at Riga, Matrozu street 15 and at the regional office in Iecava.
  - Health insurance from the first working day.
  - Corporate and social events.
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**WE ARE WAITING FOR APPLICATIONS IN ENGLISH**

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