

Job Description: Procurement & Contract Engineer - Hydrocarbon and Petroleum Industry

Position Title: Procurement & Contract Engineer

Location: Ahmedabad, Gujarat, India

Reports To: Procurement Manager / Project Manager

➤ **Job Summary:**

The Procurement & Contract Engineer is responsible for the efficient and cost-effective procurement of materials, equipment, and services necessary for the construction and operation of hydrocarbon and petroleum facilities. This role involves managing contracts, negotiating terms, and ensuring compliance with industry standards and company policies.

➤ **Key Responsibilities:**

1. Procurement Management:
 - Develop and implement procurement strategies for projects in the hydrocarbon and petroleum industry.
 - Source, evaluate, and select suppliers and subcontractors based on project requirements and company policies.
 - Prepare and issue Request for Quotations (RFQs), Request for Proposals (RFPs), and Purchase Orders (POs).
 - Manage the procurement process from requisition to delivery, ensuring timely and cost-effective acquisition of materials and services
2. Contract Management:
 - Draft, review, and negotiate contracts with suppliers, vendors, and subcontractors.
 - Ensure all contracts comply with legal, regulatory, and company requirements.
 - Monitor contract performance, ensuring adherence to terms and conditions.
 - Resolve any contractual disputes or issues that arise during the project lifecycle.
3. Supplier Relationship Management:
 - Build and maintain strong relationships with key suppliers and subcontractors.
 - Conduct regular performance evaluations and assessments of suppliers.
 - Negotiate favorable terms and conditions to achieve cost savings and operational efficiency.
4. Project Coordination:
 - Collaborate with project managers, engineers, and other stakeholders to understand project needs and specifications.
 - Provide regular updates on procurement status, potential risks, and mitigation strategies.
 - Ensure alignment between procurement activities and project timelines and budgets.
5. Compliance and Risk Management:
 - Ensure all procurement activities comply with industry standards, safety regulations, and company policies.

- Identify and mitigate potential risks associated with procurement and contract management.
- Maintain accurate and up-to-date records of all procurement and contract activities.

➤ **Qualifications:**

- Bachelor's degree in Engineering, Supply Chain Management, Business Administration, or a related field.
- Minimum of 3 years of experience in procurement and contract management, preferably in the hydrocarbon and petroleum industry.
- Strong knowledge of procurement processes, contract law, and industry standards.
- Excellent negotiation, communication, and interpersonal skills.
- Proficiency in procurement software and Microsoft Office Suite.
- Strong analytical and problem-solving abilities.
- Ability to work independently and as part of a team in a fast-paced environment

➤ **Skills:**

- Strong negotiation and communication skills.
- Proficiency in procurement software and tools.
- Excellent analytical and problem-solving abilities.
- Knowledge of industry standards, regulations, and best practices.
- Ability to work under pressure and manage multiple priorities.

➤ **Preferred Certification:**

- Certification in procurement or contract management (e.g., CIPS, CPSM).
- Experience with ERP systems such as SAP or Oracle.
- Knowledge of international procurement practices and regulations.

➤ **Working Conditions:**

- Office-based role with occasional travel to supplier sites and project locations.
- May require extended hours to meet project deadlines.

➤ **Application Process:**

- Interested candidates should submit their resume, cover letter, and any relevant certifications to hr@tolaniprojects.com