

Purchaser

Location: Beijing

Sector: Energy

Starting date: ASAP

MISSIONS

Procurement has a key role within the company. As a business partner for all ECH Business Unit / Depart. , the purchaser should perform procurement activities following procurement procedure, launch tender, negotiate and finalize contracts for purchase needs .

He/she should also normalize buyers in BU for the compliance of the company's procurement process.

Purchaser's main objectives are to bring support to ECH's projects by his added value: suppliers' knowledge, contracts terms understanding & negotiation, which will contribute to optimize the OPEX expenses and, at the end, to ECH financial performance.

RESPONSABILITIES

1. Under the guidance of Procurement team director, following procurement procedure, to perform purchase > 150 KRMB.

- Perform sourcing to prepare call for bid
- Prepare technical specification with procurement applicant
- Support the Business Units to express their needs, in particular to carry out risk analysis
- Launch call for bid, tender evaluation
- Contract drafting and negotiation
- Work on the relevant contractual terms, with the support of legal team
- Draft the purchasing note, a summary with the key elements of the purchase

After signature of the contract, add contract information in system (OAS system)

- Transfer and explain the contract to the users, follow up contract execution to get feedback from users.
- Assist users to manage the claim and contract dispute

2. Procurement database:

- Manage the contract documentation; hard and soft copies of contracts filling.
- Update the list of contracts (ex: Procurement Planning.xls).
- Upload procurement documents in the SharePoint

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3. Do sourcing for industry equipment or services and write related report.
4. Collect information and write survey reports about industry market, key industrial players, etc.
5. Additional tasks assigned specifically to purchaser

REQUIREMENTS

- Bachelor degree or above with at least 5 years of working experience in international companies.
- The successful candidate should have commercial, business or procurement background; knowledge of QA and the energy industry is a plus.
- He/She should have experience working in English and French as working language with the ability to adapt to EDF management and business culture.
- Team-working spirit, take responsibility and self-motivated.
- Good negotiation and organizational skills in English and Chinese.
- Working under pressure, communication, adaptation, autonomy, cooperation, careful

APPLICATION

Please send your resume to: zhao.lys@ccifc.org

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