

Contract Specialist, Qatar

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Company: Linum Consult

Location: Qatar

Category: business-and-financial-operations

Linum Consult's client is currently seeking a bilingual Arabic- and English-speaking Contract Specialist with expertise in Procurement to join their team in Qatar. This is a permanent role.

RESPONSIBILITIES

Assisting the Senior Contracts Specialist in the preparation of tender documents and ensuring the tendering process is carried out in accordance with approved policies and procedures

Arranging site visits, issuing any bulletins during the tendering stage, preparing commercial bid reports and commercial clarifications

Ensuring that the contract particulars are correctly entered into the ERP system for approval, Blanket Purchase Agreements are signed by contractors and handed over to the end users

Expediting suppliers and end users to ensure prompt receipt of information in a timely manner and in line with procurement procedures

Assisting the Senior Contracts Specialist in the analysis of end user needs and identifying repetitive orders so to recommend and establish potential Blanket Purchase Agreements

Monitoring the expiration of existing Contracts & Blanket Purchase Agreements, ensuring that timely re-tendering and mobilisation for new engagements take place

Processing variation requests for existing contracts and Blanket Purchase Agreements as

and when requested by end users in line with the Procurement Directorate procedures

Ensuring that all procurement activities are consistent with approved tenders and contract procedural requirements

PROFILE

Bachelor's degree qualification in Business Administration

Around 2-5 years' experience in procurement and tendering

Excellent communication skills, particularly in writing reports

Strong commercial background skills

Excellent computer skills especially in MS Office and SAP

Fluent in spoken and written English and Arabic

Previous history of working internationally and in the Middle East

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