

## Procurement Officer

**Number of Posts:** 1

**Contract Type:** Full timeJob

### Description:

AquaBioTech Group is looking for an astute procurement officer to oversee the purchasing activities and ensure that purchased items are both cost-efficient and of high quality. To be successful as a procurement officer you should have an analytical mind and keep up with product and service trends. Ultimately, a top procurement officer should be able to negotiate well and ensure that all purchases comply with company standards.

### Synopsis of position offered

The responsibilities of the successful candidate include but are not limited to:

- Preparing plans for the purchase of equipment, services, and supplies.
- Following and enforcing the company's procurement policies and procedures.
- Reviewing, comparing, analyzing, and approving products and services to be purchased.
- Managing inventories and maintaining accurate purchase and pricing records.
- Maintaining and updating supplier information such as qualifications, delivery times, product ranges, etc.
- Maintaining good supplier relations and negotiating contracts.
- Researching and evaluating prospective suppliers.
- Preparing budgets, cost analyses, and reports.

The position requires a person who is highly motivated and self-organised. The selected person must be prepared to work to very tight deadlines in multi-functional projects and in conjunction with a team of multi-disciplinary and international staff based at our head-office based in Malta.

### Qualifications Overview

The position is open to all persons who have the required experience and attitude to get the job done. The successful candidate will need to have a deadline driven and organised, with excellent interpersonal skills, showing a good disposition to work in a dynamic team, with a can-do positive attitude.

### Ideal Requirements:

- Degree in accounting, business management or a similar field preferred.
- 2+ years of experience as a procurement officer or in a similar position.
- Proficiency in Microsoft Office and purchasing software.
- Strong communication and negotiation skills.
- Good analytical and strategic thinking skills.
- Supervisory experience.
- Attention to detail and deadlines.

### Financial Package

The successful candidate will be offered a long-term, fixed-term contract with the company. The starting package offered for this position will be structured largely upon the chosen candidate, reflecting the experience the candidate brings to the company, but also in line with the cost of living in Malta.

The **salary range** tied to this position is Eur 20K to 24K per year

### To apply:

Please send Letter + CV in English by email to [eures.recruitment.jobsplus@gov.mt](mailto:eures.recruitment.jobsplus@gov.mt)

With copy to [pcpmixto.eures@sepe.es](mailto:pcpmixto.eures@sepe.es) quoting the name of the vacancy **Aquaculture Procurement Officer** and the vacancy reference **391690** in the covering email.

Applicants must be Maltese/EU Nationals/other nationals who are entitled to equal treatment as EU Nationals with regards to employment (such as family members of EU Nationals) due to EU legislation & treaty rights regarding the free movement of workers.

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Para más información contacta con el/la Consejero/a EURES de tu provincia:

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