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Procurement Specialist

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Company: Centerra Gold Inc.

Location: Develi

Category: other-general

Become a valuable addition to Centerra's Develi team

Boost your career by joining an established organization

We are global mining company which has several sites around the world.

We conduct all our activities in line with the policy of People First, from A to Z. We aim to build a fair and transparent culture where each employee has a say, shows their potential, creates value, and contributes to the company in order to create a high-performance, improvement-oriented, committed, highly engaged, satisfied, successful and healthy organization which is united under the same core values.

The core values of our company and the origin of our Inclusion, Diversity, Equity, and Accessibility policy are based on the concept of Respect. We are building a culture that recognizes and appreciates diversity of each individual, regardless of their language, race, religion, national or social origin, ethnicity, gender, disability and age, and that promotes equal opportunity under any circumstances.

We are looking for dynamic, pro-active, analytical approached, enthusiastic, innovative, passionate, and self-motivated Procurement Specialist for our project in Develi, Kayseri.

All applicants will be considered within our Diversity, Equity, and Inclusion policy.

About The Opportunity

Your responsibilities include, but are not limited to:

Contributing to the creation and implementation of the company best practices and procurement strategy, policies, processes, and procedures to aid and improving

operational performance,

Providing the communicational link between technical and commercial departments,

Participating in the process of supplier evaluation and management,

Selecting the suitable supplier from the supplier database or searching for a new supplier for the requested material/service,

Doing market and product research,

Forecasting price trends and their impact on future activities,

Having knowledge of Supplier Relationship Management,

Managing purchase requisitions and RFQ process,

Requesting quotations from approved vendors and interviewing vendors to determine the best quality, price, and delivery schedules consistent with company requirements,

Preparing the tender documents and following up all steps of the tender,

Ensuring compliance with all policies and procedures,

Driving the development of supplier negotiation strategy and pricing negotiations with vendors,

Negotiating the best price and follow up Purchasing process,

Creating of cost reduction suggestions to support/ increase company profitability,

Supporting for audit process,

Having knowledge of material management,

Managing day-to-day communication with suppliers,

Tracking orders and confirming system lead times, delivery dates, and costs,

Completing the full process of Purchase Order until all financials completed.

About You

To qualify, the following skills and experiences are required:

Bachelor's degree in related field (Engineering preferably)

Experience 3 years in Procurement – Mining experience is a plus,

Fluent in English in both written and verbal communication,

Problem solving and decision-making skill,

Being strong communicator and having good negotiating skills,

Analytical thinking, result and quality-oriented approach and good interpersonal skills,

Being awareness of global and company HSE rules and apply to all his/her work,

High standards of accuracy, proficiency at working with strict deadlines and under pressure, and ability to prioritize tasks,

Proactive and able to work independently, but also as part of a team,

Good command of MS Office Applications, SAP knowledge will be plus,

Residing in Kayseri Develi district or willing to relocate.

Our ideal candidate is team-oriented, self-motivated, and willing to share knowledge.

This is your chance to be part of an established, industry-leading global organization with incredible room for career growth and personal development.

If you have the relevant skills to bring success to our team, then we invite you to **apply today** !

Apply Now

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