

## **Expression of Interest**

ANTEA Cement Sh.A., subsidiary of TITAN Cement Company S.A., has invested in Albania by constructing a technologically advanced cement Plant, and invites qualified professionals to join our Purchasing Department in the following position:

**Buyer**

**Reference Code 047**

**The position is located at Boka e Kuqe (Borizane, Fushe Kruje).**

### **Main duties and responsibilities:**

- Marketing Research.
- Maintain purchasing procedures
- Upon purchase requisition from one applicant department to Purchase department, the procurement assistant prepares and distributes the Request for Quotations and additional information to suppliers.
- Collecting the offers and preparing a comparison table for evaluation of the offers' details for each Bid.
- Presenting the results of Bid to the applicant departments and their managers.
- Maintaining regular contact with Head of Purchasing Department and other colleagues.
- After relevant approval, preparing the Purchase Order.
- Sending the Signed Purchase order to the respective supplier.
- Checking the delivery on time of the material/ service.
- Receiving the Invoice, controlling to be in accordance with the Purchase Order and sending it to the Finance Department for recording.
- Maintaining vendor list of prospective suppliers for materials/services.
- Assisting with new project bidding.
- Maintaining supplier' contacts
- Obtaining all Bid documentation into separate file and hard copies.
- Working in SAP system for registering the purchase cycle

### **Candidate profile:**

- University graduate
- Experience: 3 years in similar position (preferably experience in heavy industry)
- SAP knowledge will be a plus
- Strong communication skills in English
- Good computer skills
- Effective interpersonal & negotiation skills

By investing in its human resources, the Company offers potential for personal development, international career, competitive salary, a modern working environment and prospects for professional advancement.

Candidates who meet the above requirements are kindly requested to send a C.V. via e-mail up to **18/05/2018** with reference code 047

*HUMAN RESOURCES DEPARTMENT*

*ANTEA Cement Sh.A.*

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Throughout more than 100 years of industry experience and history, Titan Group has aimed to combine operational excellence with respect for people, society and the environment.

*All applications will be considered as strictly confidential.*