

Procurement Technician

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Company: KBR, Inc.

Location: Kuwait City

Category: office-and-administrative-support

Assisting in Preparation and implementation of comprehensive Procurement Procedures and work instructions for Procurement team use;

Assisting in Preparation of procurement plans identifying all key equipment, materials and third party contract services required;

Detailing purchasing strategy, proposed vendors and budget cost estimates;

Evaluation of vendor bids and preparation of recommendations forward;

Monitor suppliers to ensure performance compliance with the agreed terms;

Overseeing of the delivery scope of work for the project materials procured;

Verifying the confirmation and acceptance of the materials for invoice payment;

Ensuring purchase variation orders are managed with appropriate approvals;

Reviewing and processing of any claims against vendors for unsatisfactory equipment or materials;

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