

PURCHASER

Job advertisement: 06/18

Location:

Notodden, Norway

Company homepage:

www.optimesubsea.com

Job type:

Permanent

Application deadline:

01.12.2018

Working hours:

Full-time

Contacts:

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Optime Subsea AS is a global industry expert on subsea well access and subsea control systems. We focus on standardized as well as innovative products and systems developments, creating long term relations with our customers. We maintain a vertically integrated portfolio with expertise offering subsea development, design, engineering and analysis, a wide range of subsea products / systems and modular hyperbaric testing vessels, as well as unlimited workshop testing and maintenance services.

As we continue to grow and expand, we are searching for several qualified candidates to further strengthen and develop our global team. Come join our team of extra-ordinary professionals who are committed to provide work excellence. We can offer an exciting career in an international and creative environment.

About You

Optime is seeking a resource that has experience with purchasing to perform administrative tasks for both the tender and project team. The successful candidate will have a proven ability to analyze purchasing reporting, accurately evaluate, process and record large volumes of data, build strong relationships with suppliers, and be an integral connection between Sales and Projects.

Your mission

- Plan and complete procurement for a project, including ordering and tracking items thru delivery
- Ensure that purchases are made according to requirements and internal guidelines
- Support the tender team with lead time and cost
- Maintain relevant information in the procurement system
- Maintain a professional relationship with suppliers
- Participate in supplier qualification

Key Requirements

- Higher education like master or bachelor in Finance or Technology
- Experience as a buyer is a prerequisite and knowledge of negotiations is an advantage
- Good communication skills in Norwegian and English, both orally and in writing

Key Personal Qualities

- You must be able to work independently, be flexible and solution oriented
- You deliver on-time and are result oriented
- You work structured and maintain good overview
- You must be flexible to both work with different customers and different work tasks

If you want to work with an extraordinary team challenged to simplify subsea – we want to hear from you! Please send your application with updated CV, motivational letter, diplomas and relevant certificates to job.application@optimesubsea.com

Optime Subsea emphasis on ensuring diversity in the company by taking into account gender, age and cultural background under recruitment.