

Tirana International Airport SHPK (TIA) is seeking to hire a

### **PROCUREMENT MANAGER**

who will report to the Chief Financial Officer of the company.

#### **Main tasks and responsibilities of the position:**

*(for indicative purposes only. The responsibilities listed below can be subject of change upon recruitment)*

- Responsible for managing and administering the company's procurement processes ensuring correct fulfillment of procurement needs
  - ❖ Perform tenders;
  - ❖ Negotiate framework agreements;
  - ❖ Advise management and other departments in procurement planning and effective purchasing in order for the company to receive good quality for money.
- Locate, analyze, develop and maintain a consolidated supplier database to meet current and future company's needs.
- Responsible for creating and maintaining mutual beneficial long-term partnerships with suppliers to foster feedback and continuous improvement.
- Manage suppliers, cost, quality and delivery performance.
- Monitor and manage the assets register.
- Support in review and analysis of office's budget. Control office expenditure within agreed budget within given boundaries.
- Liaise with other department's directors/managers so as to ensure they are fully informed of objectives, purposes and achievements of the Procurement Office.

#### **Requirements of the position:**

- Familiar with Albanian customs procedures, transport obligations, costs
- At least three working years of experience in related job responsibilities
- Ability to work effectively as part of a team
- Ability to lead, motivate and manage their team
- Very good time management skills
- Ability to multi-task on several projects simultaneously
- Effective negotiation, relationship building and influencing skills
- Fluent in English language
- Credible, confident and diplomatic.
- Honest, reliable and with integrity.

To apply for the above mentioned position the applicants should fulfill the Application Form, which can be found in the following website: [www.tirana-airport.com](http://www.tirana-airport.com), and submit it together with a recent CV to the following address: [jobs@tirana-airport.com](mailto:jobs@tirana-airport.com), or to the reception of the Administration Building (Rinas).

Closing date of the application is **24 February 2023**

Human Resources Department will contact only candidates selected from the documentation screening.

