

Job Description – Procurement Manager

Department	Procurement
Location	Lysaker
Date	March 2021
General	The position is part of the Marlink AS – Procurement organization, supporting the Marlink Group, and reports to the Head of Procurement.
Main Goals	Plan, organize, manage and improve purchases and supplier relations for Marlink - in order to efficiently implement all purchasing in Marlink Group at to the highest degree of accuracy, cost effectiveness, timeframe and quality of service, in accordance with general strategic interest of the company.
Responsibilities and Authorization	Responsibility and authorisation are in accordance with the processes relevant to this position. Responsibilities and authorisation at operational level are defined in the processes.

<p>Main Tasks</p>	<ul style="list-style-type: none"> • Plan and organize all procurement activities, according to budgets and targets. • Source and pre-qualify new suppliers in accordance with Supplier Quality policy • Contract administration, including reporting, invoice management, certificate handling and close-out formalization. • Identify and drive improvement projects. • Execute operational supply for maritime and enterprise markets. • Establish and maintain ERP data. • Contribute to a correct and effective supply chain, ensuring successful deliveries within the Marlink Group. • Generate savings and cost reduction with existing or new suppliers. • Compliance on supply chain related to international laws and regulations. • Extract, manage and report procurement KPI's.
<p>Main Knowledge</p>	<ul style="list-style-type: none"> • 3 years of relevant experience • Preferably education within supply chain • Very good written & spoken English and Norwegian. • Good command of Office365 (e.g.: Word, Excel, PowerPoint). • Knowledgeable on AX12/Dynamics 365 or similar
<p>Main Attitude Competences</p>	<ul style="list-style-type: none"> • Focused and result driven, structured, and reliable. • Highly motivated and agile with ability to work under pressure. • Team-player, confident and representative appearance.
<p>Interested?</p>	<ul style="list-style-type: none"> • Please send your motivation letter and cv to hr@marlink.com