**JOB VACANCY: TECHNICAL BUYER – ATHENS**

**INDEVCO Group in Greece** [www.indevcogroup.com](http://www.indevcogroup.com) is looking for a **TECHNICAL BUYER** for one of its companies in Greece – ATHENS or Thessaloniki.

**Job Requirements:**

- Technical degree – mechanical or electrical engineer

- 3-5 years as a Store Keeper in an industrial environment

- Proficient in English language (written and spoken)

- Excellent knowledge of Microsoft (especially Excel)

- Greek resident

**Duties:**

1. Search and qualify suppliers
2. Collect and follow on purchase request (PRS)
3. Confirm the accurate technical description for all the spare parts in the PRS in cooperation with the store keeper and the maintenance department in the plants to get appropriate quotations
4. Contact Spare parts suppliers to get quotations for Purchasing Coordinator approval
5. Collect and evaluate offers, and provide the relevant information, with comparison tables, to his manager in order to get the approvals and proceed with the P.Os
6. Issue and send copies of POs after approvals, for spare parts, personal hygiene accessories, beverages for cafeterias, stationaries, to receive the needed requested parts on time
7. Control the correct receiving of all parts and secure the delivery to the plants
8. Prepare all the documents for each supplier related to the purchase order previously issued, to check conformity against received material(s)
9. Data entry in the IMS for all the steps from PRS to P.O and deliveries’ transaction

**Interested candidates can send their CVs to** [**antoine.akl@indevcogroup.com**](mailto:antoine.akl@indevcogroup.com)