

**Job Vacancy:** Procurement Administrator  
**Application deadline:** 29<sup>th</sup> August 2022  
**Location:** Prishtina, Kosovo

GSI Associates is an international group delivering business support services worldwide including corporate advisory, financial consulting, outsourcing, translations, cyber security, sales and marketing services. We are a British owned and managed international consulting company based in London with offices in Kosovo, Malta, North Macedonia, and Romania. We first established in the Balkans with the Romania division in 2009 followed by the North Macedonian office in 2015, the Kosovo office in 2019 and recently the Malta office in 2020.

We are looking for an experienced Procurement Administrator ideally with SAP experience to prepare purchase requisitions from information provided by the design department of a UK construction company. The successful candidate should have strong experience in areas of procurement and design, with demonstrated competence in leading teams in a multi-cultural environment.

#### **Key requirements**

- Responsible for all activities related to purchase requirements as issued by the Design Department.
- Review all purchase requisition and design documents for accuracy and inform the supervisor of any errors and inconsistencies.
- Create purchase requisitions in SAP ByDesign and enter all relevant data, including attachment of associated documents (drawings, specifications, etc.)
- Coordinate SAP purchase requisition data with the Procurement Department
- Create management reports.
- Track completion of purchase requisitions (PR), purchase orders (PO) and internal fabrication orders (IFO) with the Design, Procurement, Production and Site Departments.
- Update and provide weekly reports, highlighting outstanding PRs and POs with reference to the programme of works.

#### **Your Profile:**

- Bachelor's Degree in Architecture, Civil Engineering or similar.
- Design and Procurement knowledge with 1 year of relevant experience.
- Able to manage and process a high volume of data accurately.
- Good understanding of ERP systems, SAP knowledge desirable.
- Excellent knowledge of MS Excel.
- Fluent in English
- Excellent time management and multitasking abilities.
- A motivated team player with a proactive approach.

**OFFICES: London Malta Bucharest Pristina Skopje**

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Registered in Kosovo. Registered Number 811315747



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**Benefits:**

- Competitive salary
- Health insurance
- Excellent working conditions
- Training opportunities
- Free gym membership

**Application procedure:**

Please send:

- Your CV in English (max 3 pages)
- Available references
- An indication of your salary expectations

to [jobs@gsiassociates.com](mailto:jobs@gsiassociates.com) with the subject "Procurement Administrator"

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