

## Junior Procurement Officer for Stena Rederi A/S

In Stena Rederi we are looking for a Procurement Officer to do essential purchasing for our vessels day-to-day operations and creating and maintaining good relationships with key suppliers and the vessel to ensure merchandise is high quality and delivered on time. You will be working closely with our Technical Superintendents and reporting directly to our Fleet Manager.

**The ideal candidate** will have a passion for creating efficient solutions and have an interest in logistic patterns. You are self-driven with an open and positive attitude. Your level of energy is high, and a busy high paced workday suits you just fine. You will have a keen eye for detail and a commercial mindset and knowledge on how to evaluate market conditions and different suppliers. Strong communication are essential to negotiate effectively and maintain profitable relationships.

### **Key responsibilities and accountabilities:**

- Researching and evaluating potential vendors
- Compare and evaluate offers from suppliers
- Negotiate contract terms of agreement and pricing
- Track orders and ensure timely delivery
- Enter order details (e.g. vendors, quantities, prices) into internal database (Sertica)
- Maintain updated records of purchased products, delivery information and invoices
- Cooperate with Freight Forwarders
- Ensure invoicing is done as per Purchase Order Information provided

**We are looking for** someone with relevant work experience as a Purchasing Officer, Purchasing Agent or similar and with knowledge of vendor sourcing practices (researching, evaluating and liaising with vendors). It will give you an advantage if you have hands-on experience with purchasing software (we use Sertica), and have a basic understanding of supply chain procedures. Good communication skills in English is a must, as this is the office language, but we also expect you to speak Danish.

**We offer** an exciting position with the possibility to learn and grow in your professional role in a modern shipping company. As the work environment is very important to us we offer health insurance, a great lunch scheme, joint weekly breakfast, various employee events in an informal organization with a great atmosphere.

For further information regarding the position please contact Fleet Manager Stefan Pedersen +45 2880 6452.

Please submit your application as soon as possible as we interview candidates continuously.

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