



*pt. gearindo prakarsa*

CONSTRUCTION, ELECTRICAL, MECHANICAL



# **SR. PROCUREMENT OFFICER**

Send your application to:  
[recruitment@gearindoprakarsa.co.id](mailto:recruitment@gearindoprakarsa.co.id)

# OPEN RECRUITMENT

We are looking for talented individuals to be assigned to one of our clients, an established oil and gas company with operation area in East Java. This is an exciting opportunity to be part of a dynamic and challenging industry, playing a vital role in the energy sector. If you're ready to take the next step in your career, apply now!

**Apply Now!**





## **SR. PROCUREMENT OFFICER**

### **LOCATION: OFFICE - JAKARTA SELATAN**

The position will mainly handle carry out sourcing and contracting to support for various Departments i.e. HSSE, Production including Project Delivery for future projects.

#### **Key Responsibilities:**

1. Plan, coordinate, and analyze procurement activities & services (including prepare & conduct all cycle of bidding/tender, contractual arrangement, coordinate with users & vendor/supplier) in Operated Asset to ensure the availability of materials & services for supporting company's operations in accordance with the strategy, and policies & applicable regulations.
2. Perform, review, and analyze selecting, executing & evaluating sourcing methods includes supplier data, pricing, & specifications for preparing appropriate & reasonable Owner Estimate to ensure effectiveness & efficiency of the company's procurement activities in accordance with the strategy, and policies & applicable regulations.
3. Monitor and analyze supplier performance through the implementation of appropriate key performance indicators (KPIs) and provide a recommendation for a related action plan to ensure effective and successful delivery material & services in accordance with the strategy, and policies & applicable regulations.

#### **Job Requirement:**

1. Bachelor's degree in any disciplines, preferably in engineering.
2. Min. 10 years relevant experience in Procurement in upstream oil & gas industry.
3. Familiar with SKK Migas regulations, particularly contract-related guidelines (including PTK). Certified PTK 007 SKK Migas is beneficial.
4. Good knowledge on procurement regulation PTK007, contracting, vendor management, logistics and warehouse management, aviation and marine operations, and permits/regulatory on upstream oil & gas industry.
5. Having a Certification for PTK007 Certified is advantageous.
6. Proficient in written & spoken English.
7. Good teamwork, communication, analytical thinking & interpersonal skills.
8. Preferable with experience in oil & gas industry.