

JOB TITLE	International Buyer
LOCATION	Guyana, South America
EMPLOYMENT	Permanent

DESCRIPTION OF FUNCTION

The Buyer is responsible for sourcing, negotiating, purchasing, and coordinating the supply of construction materials, equipment, plant, and services required to support domestic and international projects. The Buyer works closely with project teams, engineering, logistics, and suppliers, ensuring procurement activities are delivered safely, efficiently, on schedule, and within budget.

JOB RESPONSIBILITIES

- Source and procure construction materials, equipment, plant, tools, consumables, and subcontracted services for multiple projects.
- Obtain competitive quotations and analyze pricing,
- Negotiate favorable commercial terms with suppliers and subcontractors.
- Lead supplier prequalification and tender evaluations.
- Prepare, issue, and manage purchase orders.
- Coordinate internally to ensure procurement aligns with project schedules and operational requirements.
- Monitor supplier performance, delivery schedules, and inventory levels to minimize project delays.
- Develop and maintain strong supplier relationships while identifying new vendors.
- Review supplier documentation to ensure compliance with quality assurance, contractual obligations, and project specifications.
- Monitor market trends, material availability, and pricing to identify cost-saving opportunities.
- Assist with procurement planning during tender and all project phases.
- Ensure purchasing activities comply with company policies, client requirements, and applicable legislation.
- Work closely with Engineering, Commercial, HSE, QA/QC, Finance, and Project Controls.
- Monitor manufacturing progress for long-lead items.
- Coordinate supplier inspections and factory acceptance tests (where applicable).

CAPABILITY PROFILE; KNOWLEDGE, SKILLS AND EXPERIENCE

- Associate's or Bachelor's degree in Procurement, Supply Chain Management, Business, Construction Management, or a related discipline is preferred.
- Membership of, or certification through, the Chartered Institute of Procurement & Supply (CIPS) is highly desirable.
- Minimum of 5 years' procurement or purchasing experience within the construction, engineering, industrial, or infrastructure sectors.
- Strong understanding of construction materials, equipment, purchasing practices, and procurement processes.
- Demonstrated experience supporting international construction projects.
- Excellent negotiation, supplier management, and commercial analysis skills.

- Knowledge of import/export processes, international logistics, Incoterms and customs requirements is desirable.
- Experience using ERP or procurement systems is advantageous.
- Strong organisational and analytical skills with the ability to manage multiple priorities in a fast-paced environment.
- Excellent communication and interpersonal skills with the ability to build strong internal and external relationships.
- Global supplier sourcing experience.
- Foreign currency purchasing knowledge.
- High level of accuracy and attention to detail.
- Ability to work independently while contributing effectively within a team environment.
- Flexibility to support changing project priorities.
- Proficiency in Microsoft Office Suite, particularly Excel.
- Ability to travel internationally as required.