

Institute for Research in Fundamental Sciences (IPM) is seeking to recruit a dynamic, energetic, and well-qualified individual to fill the position of **Procurement Manager** (Job Reference:01-03-01-03).

The Position:

The Procurement Manager will procure and provide the Institute with a steady flow of goods and services in a cost-effective and timely manner.

Responsibilities:

- Processing of procurement contracts
- Administering stock control and inventory management
- Developing, implementing, and enforcing procurement regulations, policies and procedures
- Participating in project meetings to understand project requirements
- Ensuring all transactions are within budget
- Evaluating suppliers and developing a list of approved suppliers for various needs
- Negotiating with suppliers on price matters to determine best-value strategies for proposed procurements
- Carrying out market research to ascertain prices of goods and services
- Providing advisory services to project managers and teams on procurement and logistics matters
- Developing clear technical specifications for procurement of goods and services
- Participating in supplier qualification and selection process by developing a supplier evaluation system

Position Requirements:

- Degree in Business Administration
- Minimum of 5 years experience in related field
- Excellent interpersonal skills
- Strong negotiation skills
- Possessing the analytical ability to resolve complex procurement issues
- Ability to work under pressure in order to meet tight deadlines, which may involve working long hours
- Good communication skills and ability to create technical documents
- Willingness to travel
- Knowledge of basic business contract laws including offers, acceptance, written contracts
- Knowledge of generally accepted accounting principles and inventory and production control principles
- Comprehensive computer skills (Microsoft Excel, Word, Powerpoint and MS Project),
- Complete understanding of formal and informal RFQ
- Good knowledge of English (written and spoken); knowledge of German would be an advantage
- Work experience in an engineering environment & diploma in procurement will be a definite advantage

If you are qualified and up to the challenge, please send your CV to ILSF@ipm.ir before 16th January 2011 and quote the job reference number 01-03-01-03.