

**Position: O&M Procurement Europe & LATAM**

<b>Department</b>	O&M Procurement EU/LATAM
<b>Supervisor</b>	<b>Dieris Donaida</b>
<b>Main Functions</b>	<ul style="list-style-type: none"> <li>• Being part of the Purchasing Department for Europe &amp; LATAM which is responsible for the technical purchases related the O&amp;M wind and solar projects.</li> <li>• Supporting the procurement process required for the proper performance of the Facilities, including: O&amp;M services (for Wind Turbines, etc), Photovoltaic Plants, Substations, etc.</li> <li>• Providing support to the procurement and supply of components and procurements on the spot: spare parts, consumables, major components, etc.</li> <li>• Support on the preparation of the commercial specifications (RFI and/or RFP) centralizing the communication with internal &amp; external clients</li> <li>• Process activation with internal/external clients - follow up.</li> <li>• Provide support analysing the technical assessment in order to assure a homogenize scope for the different offers, supporting the technical departments in the request of its requirements.</li> <li>• Receive offers and provide support to prepare commercial assessment following the instruction of the O&amp;M RFP Manager Including the review of the different alternatives proposed by suppliers in order to improve the scope and price ensuring a competitive and fair tender process.</li> <li>• Supporting and, in coordination with the RFP Manager, definition the negotiation strategy in order to provide the company with the best technical and commercial proposal.</li> <li>• Provide support on the technical, commercial and contractual negotiation, supporting:             <ul style="list-style-type: none"> <li>- negotiation of contracts with suppliers in order to obtain the most favourable conditions (i.e. price, delivery time, warranties, commercial conditions..) and ensuring that Terms and Conditions required by EDP/EDPR are met.</li> <li>- supporting the technical department in the request of the technical requirements.</li> <li>- coordination all this process with the Legal, Risk Business, Technical Departments and other departments, in order to adapt the standard EDPR contract to the project specifications</li> <li>- providing support on the improvement and adaptation of a particular contract according to the standards terms of EDPR, project specifications and the condition for the different geographies in EDPR.</li> </ul> </li> <li>• Actively support on the reporting to internal/external clients and according to EDPR Policies.</li> </ul> <p>Others (Market Monitoring, Frame Contracts, Data Base support)</p>

<b>Qualification (Engineer, Economics...)</b>	<ul style="list-style-type: none"> <li>• Engineering Degree (electrical, mechanical, telecommunications, aero or similar), work experience desirable</li> </ul>
<b>Languages</b>	<ul style="list-style-type: none"> <li>• Español / Inglés (C1)</li> </ul>
<b>IT Skills</b>	<ul style="list-style-type: none"> <li>• Microsoft Office</li> </ul>
<b>Other skills</b>	<ul style="list-style-type: none"> <li>• Proactive, analytical skills, ability to negotiate. Able to work under pressure, to take on new challenges and seeking continuous improvement</li> </ul>
<b>Workday</b>	Monday to Thursday from 9:00 to 18:30 / Friday 9:00 to 15:00
<b>Duration</b>	6 months + 6 months
<b>Contact</b>	francisco.suarezalonograna@edp.com