Prisma Electronics SA an innovative, high technology company that was established in 1991 in, Greece. Throughout a consistent and continuous effort, the company engaged in a wide range of activities in the field of Electronics, Space, Defense, Information Technology, Telecommunications and Energy. With presence in Alexandroupolis (HQ and Factory), Athens (R&D and Sales Department) and London (International Sales).

Prisma Electronics SA is looking for a skilled Procurement Officer to streamline sourcing activities, negotiate contracts, manage supplier relationships, and ensure cost-effective procurement aligned with company goals.

**Procurement Officer (Job code: PO-2500)**

**Responsibilities:**

* Review, compare, analyse and approve products and services to be purchased
* Manage inventory and maintain accurate purchasing and pricing records
* Maintain and update supplier information such as qualifications, delivery times, product ranges, etc.
* Maintain good supplier relations and negotiate contracts
* Research and evaluate potential suppliers by preparing plans for the purchase of equipment, services and supplies
* Adhering to and enforcing the company's procurement policies and procedures
* Prepare budgets, cost analyses and reports
* Managing inventories and maintaining accurate purchase and pricing records  
  procedures

**Requirements:**

* Degree or diploma in relevant business management or technical field
* Fluent in English (written and spoken)
* Excellent computer skills
* Communication skills and a willingness for learning, team working, negotiation skills and improvement
* Strong analytical and strategic thinking skills
* Attention to detail

**Additional Requirements:**

* Big plus the knowledge of electronics, at the level of materials and circuits
* Working experience in a similar position will be an asset

**What we offer:**

* Competitive remuneration package
* High standard working environment
* Opportunity to work with international companies and executives
* Ongoing training
* Opportunities for career development

Please send your CV to address mail: ibd@prismael.com by referring the relevant Ref Code (ex. PO - 2500).