

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).

