Жема Олена



МЕНЕДЖЕР ІЗ ЗАКУПІВЕЛЬ, 70 000 ГРН.

12 березня 2024 Місто: Київ

Вік: 54 роки
Режим роботи: повний робочий день, віддалена робота
Категорії: Офісний персонал, Торгівля, продажі, закупівлі

✔ Є діти ✔ Готова до відряджень

Увійдіть або зареєструйтеся на сайті як роботодавець, щоб бачити контактну інформацію.

Досвід роботи

Senior Procurement Manager

Chemonics International Inc./ Ukraine Confidence Building Initiative (Компанія Chemonics International Inc., яка впроваджує в Україні проект Агентства США з міжнародного розвитку (USAID)), Київ
10.2018 – 04.2023 (4 роки 6 місяців)

Обов'язки:

- Responded in a timely manner to procurement requests, in coordination with the Objective Management Unit, including the Regional Program Manager, Grants Managers, and Program Development Officers to oversee procurements conducted in accordance with Chemonics procurement policies and USAID FAR and AIDAR regulations in support of operations and technical activities.

- Assisted as needed, under the direction of the Procurement Director and Deputy Chief of Party-Programs and in close collaboration with Objective Management Unit, to coordinate with local and regional vendors and service providers to obtain quotations and/or initiate procurements of requested commodities and services.

- Monitored contracts and purchase orders issued to vendors and followed up as necessary to ensure compliance to terms and conditions. Maintained the overall integrity of the procurement filing system by ensuring that appropriate documentation was included in each procurement file.

- Assisted with the project’s commodity management tracking system and provided accurate information.

- Provided procurement status reports and inventory summaries as requested by project staff.

- Supported, supervised, and managed Procurement Managers/ Assistant on the Objective Management Unit.

Освіта

Chernihiv Pedagogical University named after T.G.Shevchenko (Чернігів)

Спеціальність: Specialist Degree in Mathematics, Computer Science and Computer Equipment
повна вища, 09.1990 – 08.1995 (4 роки 11 місяців)

Додаткова освіта

• Computer Science in the Office (March 2005, Kyiv, Ukraine)
• Evaluation of Financial Standings of Tenderers (Including Non-Residents) Against Tendered Scope of Work (February 2009, Slavutych, Ukraine)
• Claims, Disputes and Arbitration (June 2010, Slavutych, Ukraine), Microsoft Office Excel 2007 Advanced Features (November 2009, Kyiv, Ukraine)
• Plant and Design-Build Contract Conditions (FIDIC Yellow Book, 1999).
• Microsoft Office Access 2003 (October 2011, Kyiv, Ukraine)
• International Economic Activities: Agreements, Payments, Taxation, and Claims Resolution (May 2013, Kyiv, Ukraine)

Знання мов

Англійська - Вище середнього, Українська - Високий рівень (вільно)

Додаткова інформація

Знання комп'ютера, програм: Good command of Windows Operation Systems, Microsoft Office (Word, Excel, Adobe), corporate network, E-mail software and Internet Browsers
Особисті якості, хобі, захоплення, навички: Efficient and highly motivated, reliable individual, adaptable and flexible team player. With 18.5 years' working experience as in Administrative, Accounting, Purchasing Specialists, Grants Management Unit Assistant, Procurement Manager and Senior Procurement Manager. - Good managerial abilities and interpersonal skills, writing and oral communication skills, organizational and time management skills; - Attentive to details, honest, responsible and multifunctional, hard worker, inquisitive, quite creative, communicative, friendly and positive. - Able to research, digest, analyze and present material clearly and concisely; - Flexible and adaptable to juggle a range of different tasks, clearly prioritize; - Able to work under pressure and within time constraints; - Able to work under minimum supervision; - Able to accept responsibility and work as a team player; - Discreet and understand confidentiality issues; - Able to work in a multicultural and multinational environment; - Constantly in a state of self-learning of personal and professional growth and interesting in aspects of the work of colleagues (SMT, Program Developers, Grants Team, Ops Team); - Able to reduce weaknesses impact on my personality, grow strengths, visualize the task, understand its meaning deeply enough, find the most optimal way to implement it, evaluate all risks/ conflicts and quickly find ways to minimize them and/or avoid them altogether