

LOGISTICS MANAGER, PROCUREMENT MANAGER, 60 000 ГРН.

11 июня
2023

Город: [Днепр](#)

Возраст: 49 лет

Режим работы: полный рабочий день

Категории: Логистика, доставка, склад, Офисный персонал

✓ Готов к командировкам

Описание

Objective

I am seeking a position as Logistics & Procurement Officer, where my appropriate knowledge and managing skills could be worthwhile. Excellent communication allows me to get the necessary impact and respect from different kinds of contractors and colleagues. Besides, I have enough experience working in a complex and volatile environment.

Work experience

Logistics Officer Sep 2022 – May 2023

INTERSOS INGO

I had complex purchasing, fleet management, and general administration responsibilities:

- Provide the supply activities of the base and define the actions' priority level. Communicate with the suppliers and resolve the issues arising along the procurement process.
- Assess and control the fulfillment of the basic safety and security rules and their use by the team.
- Ensure compliance with and application of Standard Operating Procedures
- Contribution to the project staff in their activities and regular updating of the procurement plan.
- Sourcing goods, requesting quotations, checking samples matched for quality, and managing vendor communications.
- Prepare the Framework Agreements and amendments, and follow up on invoices and deliverables. Process contracting authorizations within standard lead time.
- Service the tender procurement processes, prepare RfQs, and provide procurement evaluations and reports.
- Follow up on the payments and collect the deliverables.
- Provide training to Log Assistants in the implementation of Logistics software.
- Plan vehicle movements, track individual trips, and ensure implementation of security measures. Implement the fleet management SOP, and the vehicle rental follow-up.
- Manage the warehousing activities. Office and project stock control.
- Manage the lease of properties.
- Office devices management.

Due to supervisors' control and inter-department cooperation, I have gained strong management experience: administering service providers' contracts and compiling contract documentation, contract execution, staff management, and reporting.

Digital marketing specialist Aug 2020 – Jun 2022

EDS Engineering LLC

Ad campaigns' setting up and optimizing, analytical research for sales managers. Engaging new corporate clients using social media. Content design for ads, presentations, and learning aids. Managing contractors. The articles and texts writing and translating.

Procurement Manager Mar 2019 – Aug 2020

Menorah Center LLC

Engineering, food, medical, and household procurement.

My responsibilities were the continuous supply of the Menorah office center, Menorah hotel, and Menorah recreation center.

My responsibilities:

- definition and implementation of the purchase policy
- seeking goods, price comparison, negotiation, and order receiving
- checking the quality and quantity of purchased goods
- assistance to the department heads in transport activities
- management of advances made for purchases
- loading and unloading operations control
- physical inventory providing.

My position assumed cooperation with numerous suppliers of various goods and services. Agreeing with the applicant was compulsory in all the items. Each applicant's request was to be fulfilled within the agreed lead time.

General Management and procurement specialist Jul 2015 – Feb 2019

Global Bilgi LLC

Engineering and tech procurement for the communication service center. I successfully supplied all the necessary components for a big international company. The communication system operated 24/7 without any stops, so it was a heavy-duty position with high responsibility grade. Besides, I solved issues of lease agreements and monthly payments with the owner of the premises

Chief Engineer Jul 2011 – Jun 2015

Promresource LLC

HVAC engineering, maintenance, and procurement management.

Education

National Aerospace University, Kharkiv.

Mechanic engineer, Master's degree

National University, Dnipro

Foreign Trade Management, International economics, and INCOTERMS-based trade principles

Personal qualities

Self-motivated, willing to learn, articulate, cooperative, and hard-working.

Skills

Language skills: Ukrainian – proficiency; Russian – proficiency; English – upper-intermediate.

Certificates and workshops:

- **Training How to use the Sphere Handbook in Ukraine, RedR UK, March 2023.** The minimal standards for Humanitarian Aid.
- **PSEA Training, INTERSOS, February 2023.**