

Technical Assistant / Buyer

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Company: Fuzu

Location: Nigeria

Category: office-and-administrative-support

Job Summary

Contract Type:

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Qualifications

HND or Bachelor's degree

0 - 3 years' experience in Oil and Gas Industry

Ability to manage a wide range of information in a fast-paced environment.

High sense of confidentiality

Teachable with keen attention to detail.

Demonstrated and strong organizational skills.

Proficiency in the use of MS Word, Excel and Power Point.

Effective communication skills.

Responsibilities

Assist the Contracts team in all activities connected with the Sourcing, Contracting and Administration of Technical Assistance Service Contracts.

More specifically:

Keep a register of all Contractor and assist with the progressive update of same

Register and keep track of User's request for Call for Tenders (CFTs)

Assist with preparing CFT documents, launching requested CFTs and monitoring Contractors participation.

Assist with downloading and forwarding submitted CVs to User for review and shortlist

In duet with User, develop the Oral discussion schedule, coordinate the oral evaluation sessions and follow up for feedback ensuring the use of relevant templates.

Assist CE with packaging dossiers of necessary support documents for circulation for due approvals

Assist with following up approval requests on DocuSign

Assist with PR requests and following up with relevant authorities for PO releases

Assist with PO issuance to Contractors, follow up for executed copies, and proper filing of same

Coordinate the mobilization of designees to Service location (request relevant mobilization documents from Contractor, provide necessary documentation to relevant secretaries and Dept. heads for action, and assist with resolving difficulties encountered).

In conjunction with the Timesheet tool administrator, assist with resolving reported timesheets issues to ensure a timely close out.

In conjunction with User team Secretary, coordinate demobilizations to ensure all Company tools are duly returned, with deactivation of accesses

Assist with TAS archiving activities where necessary

Any other work of a similar nature as may be requested by COMPANYY.

The job holder is accountable to ensure confidentiality in all matters and tasks performed.

Providing needed support for the smooth administration of the C&P process in accordance with Company rules.

Ensure appropriate documentation and traceability of relevant records.

To fully comply with Company HSE rules

In doubt to ask questions to gain clarification.

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Cross References and Citations:

1. [Technical Assistant / Buyer Trendzfurnitures Jobs Nigeria Trendzfurnitures](#)
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