

APM Terminals is one of the world's leading global terminal owners and operators, with a Global Terminal Network of more than 62 port and terminals in 74 countries that provide the port infrastructure essential to international transportation and global economic growth.

As one of the current developments in Africa, APM Terminals is currently realizing an important investment in Monrovia, Liberia in close cooperation with the government of Liberia and the National Port Authority. In the coming months APM Terminals will start to operate a terminal that can serve the new generation container vessels. This development will be of major importance for the economical development of Liberia.

APM Terminals Liberia Ltd. is interested in recruiting, training and challenging the world's best talent to join our global team and to serve our customers and lead our company. The company is fully committed to developing talent with stretch jobs, global opportunities and exciting work in a growing global business.

**APM Terminals Liberia is very interested in receiving applications from qualified persons for the below position:**

**Job Title: Junior Buyer**

**Reports to: Procurement Analyst**

**PURPOSE**

Assists with general procurement activities including acquisition of materials, parts, equipment and supplies including compiling and maintaining detailed records of all orders and transactions relating to the purchase and receipt of goods. Assist in preparing proposals, bids and purchase orders for procurement of Goods, Works, and Services.

**PRINCIPAL ACCOUNTABILITIES**

- Under the supervision of Procurement Analyst, the position is responsible for the following:
- Along with Junior Buyer 1, monitor, review, and track incoming and outgoing procurement request/actions and determine the proper and acceptable process and/or regulations to be applied.
- Assist in the preparation of Invitation to bids, request for proposals, informal bids, bid analysis and manage APMT staff travel.
- Assists Procurement Analyst in preparing procurement reports and design for procurements, assessment, monitoring and tracking programs;
- Assist in compiling records of all purchases used by multiple departments;
- Verifies prices on invoices from suppliers, match prices quoted in bids and purchase orders;
- Maintains accurate & detailed documentation of all purchasing activities and correspondences with suppliers;
- Assists in updating and maintaining accuracy of procurement supplier and commodity database;
- Participates in contract and purchase order negotiations, including payment terms, defects, returns and refunds;
- Prepare reports related to supplier performance on price, quality, on-time delivery and service;
- Develops a system for tracking purchases including list of items purchased, follow up on invoices, & distribution;
- Assists in ensuring that APM Terminals (Liberia) procurement regulations, policies and standard operating procedures are understood and followed.
- Inform superiors as soon as possible in the event there are problems with delivery or price schedules.
- The position is well defined in nature.

**CRITICAL QUALIFICATIONS/SKILLS/EXPERIENCE**

- Undergraduate degree in Business Administration / Management or Bachelor degree in Business, with emphasis in Procurement, Logistics, or Supply Management and at least four years of purchasing experience in private industry, preferably in shipping or transportation industry.
- Good understanding of procurement principles, procedures and thorough understanding of software applications for purchasing and inventory control.
- Must have strong experience in managing & using inventory control systems
- Fluent in English, computer literate (working knowledge of Excel, Word, Outlook, Access, PowerPoint) and possess excellent oral and written communications skills.
- Requires planning, organizational and analytical skills for handling all procurement and supply management activities in addition to basic understanding of finance & accounting principles in order to control budgets & costs
- Requires a proven track record of honesty, dependability and very high ethical standards and behavior.

Applicants are requested to kindly apply online at the following website: <https://jobsearch.maersk.com/jobposting/index.html?id=AT-160312> at this site, you will be required to upload a cover letter to the attention of **Human Resources**, complete the online application form and **ALSO** upload your CV to complete the process. PLEASE NOTE THAT ONLY APPLICATIONS RECEIVED ONLINE AT THE ABOVE JOB SITE WILL BE CONSIDERED. No reaction can be expected before all applications are analyzed. We guarantee total confidentiality. **Closing date for applications will be February 19, 2018.**