



BASIC ROLE DETAILS

TITLE: Operational Buyer (Tactical)

REGION: Alkmaar

DEPARTMENT: Supply Chain

MANAGER: Procurement Lead

ROLES REPORTING INTO THE ROLE: n/a

GENERAL

TAQA ranks as one of the largest energy and water companies in the world. Our purpose: “powering a thriving future by efficiently providing sustainable and reliable energy and water to unleash the unlimited potential of people and places”.

With over 30 nationalities across the global organisation, we are committed to promoting a corporate culture where everyone is valued and able to play their part in building our future success.

In the Netherlands, we focus on the on- and offshore production of oil and gas as well as the operation of two underground gas storage facilities. The latter are strategic assets in the provision of reliable gas in the Netherlands. Their importance will only increase in the coming years as the greater dependence on gas imports will mean domestic storage becomes key to maintaining security of supply.

The energy landscape in the Netherlands is changing, and TAQA is supporting the energy transition in two key ways: we are contributing to continuity of gas supply in the short-term as the transition agenda moves forward. We are also participating in large-scale sustainability developments such as hydrogen and green gas expertise center Investa and Porthos, a CO₂ capture and storage project.

You will be given a lot of responsibility when you join the company, which you are expected to take. And you'll get the space you need to do your job. Individual and team contributions really make a difference at TAQA.

Our success as a company depends on the engagement and passion of our people. Although our organization is large and global, locally we work with short reporting lines in an open and informal culture. We strive for diversity when attracting talent to our organisation and give your personal development our full attention.

In all we do, safety is our first priority. The safety and care of our people, as well as our surroundings and the environment.

ROLES AND RESPONSIBILITIES

BASIC PURPOSE OF THE ROLE

The Operational Buyer role involves purchasing equipment, materials and services from suppliers as required for various TAQA Departments and Stakeholders and is responsible for the complete PR/PO process. Acts as the last barrier before final commitment.

Responsible for the management and administration of Purchase Orders ensuring that the organization selects the most appropriate goods and services on the basis of price, quality, delivery times and services support.

KEY RESPONSIBILITIES

- Resolves day-to-day issues and identifies opportunities for continuous improvement related to Supply Chain.
- Build and maintaining strong supplier relationships to secure the best possible price and service levels.
- Achieve cost savings through supplier negotiations, register savings and try to maximize.
- Create opportunities to improve the supplier base by working with suppliers to identify and develop innovative ideas.
- Dealing with all aspects of supplier quality problems and taking preventative action in the event of actual problems.
- Maintaining a close working relationship with other departments.
- To provide support, explanation of good practices and policies, etc. according to supply chain policies and procedures to stakeholders outside of the supply chain organisation to ensure compliance.
- Process Purchase Requests (PR) from internal stakeholders.
- Liaise with stakeholder regarding specifications or any specific quality requirements, documentation etc.
- Request quotations from vendors in accordance with guidelines, policies and procedures.
- Expedite Purchase Orders (PO) for timely delivery in consultation with internal stakeholders.
- Ensure most economical solution and timely delivery of purchased materials / services.
- Maintain purchasing data in computerized maintenance management system.
- Assist - when required - members of the Supply Chain department.
- Reports and takes initiative regarding possible process improvements within the supply chain, for purchasing and logistics.
- Perform any other duties, which may reasonably be associated with the job in order to meet the needs of the company.

JOB DIMENSIONS

- Responsible for complete PR/ PO process.
- Manages assigned supplier base.
- Ensure that PO commitments are according to company policies, guidelines and procedures.
- Works with Supply Chain systems , Maximo, Oracle, Plusport, Vantage, TMS.
- Part of Procurement Team, Midstream and Upstream.

QUALIFICATIONS, EXPERIENCES AND SKILLS

QUALIFICATIONS / TRAINING

Essential

- MBO level (technical) education.
- Minimal 3 (three) year experience as operational buyer.

Preferred

- A purchasing qualification (NEVI-1 or equivalent).
- Minimal 3 (three) year experience as operational buyer in the process industry (preferably oil & gas).

EXPERIENCE/KNOWLEDGE/SKILLS

Essential

- Technical background/interest.
- Confident communicator and influencing skills.
- Strong stakeholder management.

Preferred

- Strong IT and analytical skills.

ADDITIONAL REQUIREMENTS

- Comply with TAQA general safety rules, safety rules regarding his professional trade and the rules as per work procedure.
- Ensure all purchased materials are safe and certified as per TAQA or industry standards.
- Fluency in both Dutch and English Language (both spoken / written).
- MS Office and ERP systems competency .
- Self-starter able to take initiative and determine own priorities to meet overall team objectives;.
- Team-player and effective communicator at all hierarchical levels.

INTERACTIONS

INTERNAL INTERACTIONS

- Manager, team lead, Supply Chain department and all other relevant departments such as Operations, Maintenance, Engineering, Drilling etc.

EXTERNAL INTERACTIONS

- Suppliers
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DETAILS

ESTIMATED START DATE: as soon as possible

WORKING HOURS: 38,75 hours/week

DURATION: 1 year contract, option to extend