

Procurement Coordinator

Join a rapidly growing renewable energy company that matters to the future! We are looking to strengthen our Procurement team with a highly skilled and driven **Procurement Coordinator**. You will be based in our offices in Maroussi, Athens.

Responsibilities:

- Assembly/preparation of Request for Quotation (RFQ) documents for issuance to Suppliers
- Coordinating and analyzing received offers from suppliers to identify the most attractive offer in connection to the project requirements
- Analyzing terms and conditions in the contracts
- Working closely with the Technical Team and external Legal Advisors and in-house Legal team.
- Monitoring Supplier's performance after contract stage
- Predicting potential risks in materials' procurement and taking precautions to mitigate such.
- Forecasting the costs of different materials needed for the project.
- Maintaining procurement records and history of prices and cost analysis
- Contract management and contractual advice
- Support in claims and dispute management
- Liaising with the Financial and Accounting Team providing necessary information and documents regarding suppliers

Qualifications:

- Degree in Engineering or Law
- Up to 2 years of total work experience. Legal work experience will be considered a plus.
- Excellent organization and time management skills, team-player, strong communication skills.
- Fluency in Greek and English language.
- Excellent Knowledge of Microsoft Office Programs.
- Genuine interest in the Renewables Industry sector.

Expressing Interest:

Please send your CV along with a Cover Letter to careers@national.energy by referencing in the Subject Title the **Vacancy Title**. National Energy is an Equal Opportunity Employer.

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Powering the future together

About National Energy

Headquartered in London and founded in late 2018, National Energy is a privately financed corporate group uniquely positioned to make large-scale investments and strategic acquisitions in clean energy solutions. The group's renewable energy investment platform focuses on solar, wind projects, and storage solutions from greenfield development to long-term asset ownership. National Energy's mission is to develop, finance and operate a minimum of 2GWp of renewable assets in the next five years with a focus on accelerating the transition to clean and affordable power.

National Energy currently holds a significant footprint in Greece since entering the market as a newcomer in late 2018 with an operational portfolio of 91MWp of solar and onshore wind. The group is led by an international team with deep industry experience and works with reputable developers and contractors to take early-stage renewable energy projects through the development process. Particular reliance is given on expertise sourced locally while building strong teams in the countries in which we operate. Further, National Energy fully adheres to ESG principles, holding above all else, ultimate respect for the environment and communities in which it operates.

www.national.energy

