

Position name:

QHSE Engineer (Quality Health Safety Environment Engineer)

Employment term: (Permanent)

Category: (Engineering)

Job type: (Full time)

Location: (Yerevan)

Job Description:

The duty of the QHSE engineer is to support the Station Manager as expert to planning, training, documenting, communicating, reporting and controlling of all QHSE issues at the Power Plant. The QHSE Engineer directly reports to the Station Manager in case of quality, environmental, health and safety. In specialized QHSE matters the reporting line is additionally to the QHSE Engineer in the O&M Headquarters (HQ).

The scope of the job incorporates all planning's, trainings, drills, documentation, communication, reporting and operational control of Q&EHS. Processes must be monitored and measured, nonconformances must be detected, corrective and preventive measures implemented, and a continuous improvement process must be established. Internal audits must be supported and regular annual Management Reviews (MR) performed and documented. The Operation & Maintenance Team must be supported in any kind of Q& EHS related issues at the Power Plant.

The contacts are internally O&M Team (regularly), Q&EHS in HQ, regional Q&EHS organizations, and externally Case-by-case interaction with the Client, suppliers, contractors as well as contacts with other third parties to Q&EHS.

Responsibilities:

- Establish and Maintain the Quality, Environment, Health & Safety Management Systems
- Ensure compliance to product, legal and other requirements especially regarding to Q&EHS
- Detect Q&EHS Aspects, Identify Hazards and perform Risk Assessments
- Plan Q&EHS targets, objectives and programs
- Plan and perform Q&EHS Trainings to increase awareness and competence
- Communicate all Q&EHS activities
- Control Documents, Records and Data to Q&EHS
- Internal QEHS- Audits

- Q&EHS Management Reviews
- Emergency Preparedness and Response management
- Check, monitor, measure, analyze Q&EHS Processes regularly
- Setup a Continuous Improvement Process (CIP) for Q&EHS

Knowledge:

- Quality Management System ISO 9001
- Environmental Management System ISO 14001
- Health & Safety Management System OHSAS 18001
- Hazard Identification and Risk Assessment
- Know how to product, legal and other requirements
- Know how to Q&EHS targets, objectives and programs
- Personality for professional trainings and drills
- Communication skills
- Documentation skills
- Non-conformances/ corrective, preventive actions systematic
- Problem analysis and problem-solving methods (Ishikawa Analysis)
- Product safety solutions
- English fluent
- MS Windows, MS Server
- Client Software: MS Office, Internet Explorer, Document Management System (DMS), MS SharePoint
- Operation and Maintenance (O&M)
- Power Plant know how
- Product and technology knowledge

Qualifications:

- Several years' experience in erection, commissioning, operation or maintenance of Power Plants or several years' experience in other areas of responsibility (e.g. Oil& Gas Business)
- Experience as a Q&EHS Manager
- Experience in projects/ processes of foreign countries or companies is preferable

Salary: (highly competitive)

About Siemens: [Link: Siemens Energy Power Generation](#)

Benefits: health insurance by company, annual performance bonus

Position name:

Operation Engineer

Employment term: (Permanent)

Category: (Engineering)

Job type: (Full time)

Location: (Yerevan)

Job Description:

Reporting to the Operation Manager, the Operation Engineer is responsible for providing high standard plant operation service to the client according to O&M agreement, long term strategic planning of operational activities, timely response on any plant operational problem, support in organizing and monitoring of project organization.

The contacts are internally the Station Manager, QEHS Manager, Operation and Maintenance Manager, Operation and Station Personnel and externally the customer representatives, Subcontractors, Suppliers, and Authorities.

Responsibilities:

- The Operation Engineer supports the Operation Manager to organize and coordinate resources of the operation department, prioritize activities to ensure the plant operation in accordance to the load dispatch requirements.
- Ensure all operation activities are performed in compliance with local laws and regulations
- Support actively the setup, maintenance and continuous improvement of a safety and health management system with relevant training to all staff, introduction of guidelines and procedures
- Organize and coordinate required technical training to enhance the professional skills of the Operations team
- Support the Operation Manager to maintain a close client contact, provide reports in time and react in a timely manner on customer operational requests
- Follow internal processes and procedures to achieve the operational requirements, monitor their implementation, actively support their continuous improvement
- Support the Operation Departments Shift Team with daily activities, trouble shooting and coordination with Maintenance Departments.
- Support the establishment and the maintenance of the international management systems according to ISO9001, ISO14001 and OHSAS 18001
- Support the Operation Manager to establish and ensure compliance with a

Permit-to-work system in the O&M organization

- Direct the implementation of the Commercial Operations Program according to the requirements of the customer (e.g. Power Purchase Agreement)
- Supports the Operation Manager in the implementation of a Routine schedule for test activities for operational activities to assure the high availability of all plant components

Knowledge:

- Leadership and management skills
- Power plant technology and operation knowledge
- Negotiation skills
- communication skills
- English intermediate
- MS Windows, MS Server
- Client Software: MS Office, Internet Explorer, Document Management System (DMS), MS SharePoint

Qualifications:

- Bachelor's degree in a related engineering field (e.g. Mechanical Engineering, focus on power plants), minimum 6 years working experience with focus on power plant operation
- Experience in project management as member of a project team
- Experience in personal management and leadership gained in a managerial function
- Working in a multinational culture team in a project set up environment, collaboration with international team from regional and German HQ are appreciated
- Several years of working experiences abroad are appreciated

Salary: (highly competitive)

About Siemens: [Link: Siemens Energy Power Generation](#)

Benefits: health insurance by company, annual performance bonus

Position name:

Chemical Engineer

Employment term: (Permanent)

Category: (Engineering)

Job type: (Full time)

Location: (Yerevan)

Job Description:

Responsible for monitoring the chemical condition of the plant, the environmental aspects of the plant operation, the operation of the Water Treatment, Wastewater facilities and Emission Measurement System. Performing and/or monitoring of Fuel Gas analysis.

The contacts are internally the Station, Operation Manager, Maintenance Personnel, Operations Personnel, Q&EHS Engineer, BA Personnel and externally the customer representatives, Subcontractors, Suppliers, and Authorities.

Responsibilities:

- Monitoring the chemical condition of the plant during day to day operation
- Monitoring the environmental aspects of the plant during day to day operation
- Monitoring the operation of the Water Treatment and Wastewater facilities
- Monitoring the Emission Measurement System
- Leading power plant laboratory, maintenance, reordering of equipment, tools and chemicals for analyses
- Responding to emergency situations
- Continuously improve technical knowledge by attending training courses obtaining additional job- related licenses
- Utilize computerized Plant Management System (SPPA-M3000) for Fault Notification and Parts Requisition

Knowledge:

- Technical knowledge/competence
- Air pollution prevention professional Personnel class "A"
- Wastewater treatment professional Personnel class "A" PTW System, Safety Requirements in Power Plants
- Plant management system knowledge for Fault Notifications FN/Isolation/Work Orders WO/Work Plan WP module and Shift Log/Spare Part Requisition

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- English intermediate
- MS Windows, MS Server
- Client Software: MS Office, Internet Explorer, Document Management System (DMS), MS SharePoint

Qualifications:

- Bachelor's Degree in chemical engineering, minimum of five years' experience in the chemical field for powerplants or industrial process plants
- Working experience in Water Treatment and Wastewater Treatment Plant, Boilers
- Working experience in a multinational culture team is appreciated
- Several years of working experiences abroad are appreciated

Salary: (highly competitive)

About Siemens: [Link: Siemens Energy Power Generation](#)

Benefits: health insurance by company, annual performance bonus

Position name:

Shift Engineer

Employment term: (Permanent)

Category: (Engineering)

Job type: (shift work)

Location: (Yerevan)

Job Description:

Responsible for supervising the plant operation on a continuous basis (such as plant shut-down and start-up, normal plant operation), responding to alarms by taking appropriate actions, assures that the plant meets its generating requirements while operating in a safe and efficient manner, responding to emergency situations, training and supervising of new employees.

The contacts are internally the Station Manager, QEHS Manager, Operation and Maintenance Manager, Operation and Station Personnel and externally the Client Representatives, Authorities, Load Dispatch Center, HV-dispatch Control Room, fuel gas-dispatch.

Responsibilities:

- The Shift Engineer assures that the plant meets its generating requirements while operating in a safe and efficient manner
- Responding to emergency situations
- Utilize computerized Plant Management System SPPA-M3000 for Shift Log, Fault Notification, Work Order and Work Plan Module, Parts Requisition
- Continuously improve technical knowledge by attending training courses obtaining additional job-related licenses
- Organize vacation and compensation leave of Operations Team
- Training and supervising new employees
- Support other departments wherever practical and possible.

Knowledge:

- Technical knowledge and competence
- Power plant experience
- Boiler Operator class A

- Operator of first-class pressure vessel
- Operator of high-pressure gas specific equipment
- Plant management knowledge for Fault Notification (FN)/Isolation/Work Order (WO)/ Work Plan (WP) module and Shift Log/Spare Part Requisition
- English intermediate
- MS Windows, MS Server
- Client Software: MS Office, Internet Explorer, Document Management System (DMS), MS SharePoint

Qualifications:

- Mechanical or Electrical College degree, minimum of five years' experience in Power Plant operation
- Working experience in power plants, detailed understanding of power plant technique
- Experience as Supervisor of small team appreciated
- Working experience with foreigners and in a multinational culture team appreciated

Salary: (highly competitive)

About Siemens: [Link: Siemens Energy Power Generation](#)

Benefits: health insurance by company, annual performance bonus

Position name:

Operator

Employment term: (Permanent)

Category: (Engineering)

Job type: (shift work)

Location: (Yerevan)

Job Description:

Responsible for monitoring the status of all plant systems on a continuous basis, responding to alarms by taking appropriate actions, executes plant shut-down and start-up procedures as required, assures that the plant meets its generating requirements while operating in a safe and efficient manner, responding to emergency situations.

The contacts are internally the Shift Engineer, Operation Engineer and Station Personnel and externally the Client Representatives, Authorities.

Responsibilities:

- The Operator will oversee the status of all plant systems on a continuous basis
- Responding to emergency situations
- Responding to alarms by taking appropriate actions
- Executes plant shutdown and start-up procedures as required
- Assures that the plant meets its generating requirements while operating in a safe and efficient manner
- Utilize computerized Plant Management System SPPA-M3000 for Shift Log, Fault Notification, Work Order and Work Plan Module, Parts Requisition
- Continuously improve technical knowledge by attending training courses obtaining additional job- related licenses
- Support other departments wherever practical and possible.

Knowledge:

- Technical knowledge and competence

- General knowledge in thermodynamics
- Power plant experience
- operation of boiler/steam generator and water steam cycle equipment - Operator of first-class pressure vessel
- operation of gas turbines
- Plant management knowledge for Fault Notification (FN)/Isolation/Work Order (WO)/ Work Plan (WP) module and Shift Log/Spare Part Requisition
- English beginner
- MS Windows, MS Server
- Client Software: MS Office, Internet Explorer, Document Management System (DMS), MS SharePoint

Qualifications:

- Mechanical or Electrical College degree, minimum of three years' experience in Power Plant operation
- Working experience in power plants, detailed understanding of power plant technique
- Working experience with foreigners and in a multinational culture team appreciated

Salary: (highly competitive)

About Siemens: [Link: Siemens Energy Power Generation](#)

Benefits: health insurance by company, annual performance bonus

Position name:

Shift Technician

Employment term: (Permanent)

Category: (Engineering)

Job type: (shift work)

Location: (Yerevan)

Job Description:

Responsible for monitoring plant condition in the field, taking readings, conducting/resetting isolation measures, responding to emergency situations, carrying out minor repair works (valve/pump packing tightening etc). The contacts are internally the Shift Engineer, Operator, Operation Engineer and Station Personnel.

Responsibilities:

- The Shift Technician will oversee plant condition in the field
- Take readings, maintaining field records
- Responding to emergency situations
- Conducting isolation measures
- Resetting isolation measures
- Carrying out minor repair works (valve/pump packing tightening etc)
- Utilize computerized Plant Management System SPPA-M3000 when reporting faults and performing work on site
- Continuously improve technical knowledge by attending training courses obtaining additional job- related licenses
- Support other departments wherever practical and possible.

Knowledge:

- Technical knowledge and competence
- Power plant experience
- Technician of boiler/steam generator and water steam cycle equipment
- Technician of first-class pressure vessel
- Technician of high-pressure gas specific equipment
- Plant management knowledge for Fault Notification (FN)/Isolation/Work

Order (WO)/ Work Plan (WP) module and Shift Log/Spare Part Requisition

- English beginner
- MS Windows,
- Client Software: MS Office, Internet Explorer, Document Management System (DMS), MS SharePoint

Qualifications:

- Mechanical or Electrical College degree, minimum of three years' experience in Power Plant operation
- Working experience in power plants, detailed understanding of power plant technique
- Working experience with foreigners and in a multinational culture team appreciated

Salary: (highly competitive)

About Siemens: [Link: Siemens Energy Power Generation](#)

Benefits: health insurance by company, annual performance bonus

Position name:

Electrical and I&C Maintenance Engineer

Employment term: (Permanent)

Category: (Engineering)

Job type: (Full time)

Location: (Yerevan)

Job Description:

Implementation of preventive and corrective maintenance of the electrical and I&C power station equipment according to procedures, work plans and legal requirements.

Providing necessary conditions for reliable plant operation.

The contacts are internally the Station Manager, Maintenance Personnel, Operations Personnel, Q&EHS Engineer, BA Personnel and externally the customer representatives, Subcontractors, Suppliers, and Authorities.

Responsibilities:

- The E and I&C Maintenance Engineer Create, Update, Issue and Implement work plans and work orders according to equipment manufactures-Recommendation, Fault Notifications (FNs), Best Practice, Siemens internal Instructions (e.g. Product Change Management (PCM), Product Bulletins), Customer Requests
- Continuously improve technical knowledge by attending training courses and practical training in the field.
- Counter measures to solve FN's and to identify root causes
- Utilize plant management system for plant related tasks (e.g. reporting faults, performing work on site, requesting material)
- Support actively the setup, maintenance and continuous improvement of a safety and health management system with relevant training to all staff, introduction of guidelines and procedures
- Interdepartmental assistance according to plant needs.
- Protect the environment by reducing hazardous waste and avoiding
- Responsible for tools and inventory (e.g. calibration, repair, etc.)
- Ensure high quality and sustainable work results using efficient state of the art methods (e.g workmanship, report quality, tools, material, cleanliness) preserving Siemens Image
- Takes Responsibility for his actions, target / result oriented
- Open and respectfully communication

- Initiative and pro-active
- Suggest improvements

Knowledge:

- Leadership and management skills
- PTW System, Safety Requirements in Power Plants
- Ability to analyze and rectify faults on electrical and I&C equipment
- Plant management system knowledge e.g. SPPA-M3000
- Power Plant specific knowledge of electrical systems (HV/MV/LV) and I&C systems
- Ability to adopt in new technologies (Hardware & Software)
- Technical Expertise in the electrical field and I&C field
- Working with electrical, I&C, technical and related drawings
- Negotiation skills
- communication skills
- English intermediate
- MS Windows, MS Server
- Client Software: MS Office, Internet Explorer, Document Management System (DMS), MS SharePoint

Qualifications:

- Bachelor of Electrical Engineering, Electronic Engineering/Automatic Control Engineering or equivalent,
- at least 5 years working experience as service/maintenance engineer in industrial plants (preferably power plants)
- Experience as supervisor of small team
- Working experience in a multinational culture team is appreciated
- Several years of working experiences abroad are appreciated
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Salary: (highly competitive)

About Siemens: [Link: Siemens Energy Power Generation](#)

Benefits: health insurance by company, annual performance bonus

Position name:

I&C Maintenance Technician

Employment term: (Permanent)

Category: (Engineering)

Job type: (Full time)

Location: (Yerevan)

Job Description:

Perform preventive and corrective maintenance for I&C power station equipment. The contacts are internally the Electrical Maintenance Engineer and Manager, Maintenance Personnel, Operations Personnel, Q&EHS Engineer and externally the customer representatives, Subcontractors.

Responsibilities:

- The I&C Maintenance Technician perform corrective maintenance tasks on I&C equipment according to Equipment Manufacture (EM), Best Practice, Siemens internal Instructions (e.g. Product Change Management (PCM), Product Bulletins), Customer Requests
- Perform preventive / predictive maintenance tasks on I&C equipment according to work plan and statutory requirements.
- Continuously improve technical knowledge by attending training courses and practical training in the field.
- Counter measures to solve Fault Notifications (FNs) and to identify root causes
- Utilize plant management system for plant related tasks (e.g. reporting faults, performing work on site, requesting material)
- Interdepartmental assistance according to plant needs.
- Protect the environment by reducing hazardous waste and avoiding
- Ensure high quality and sustainable work results using efficient state of the art methods (e.g. workmanship, report quality, tools, material, cleanliness) preserving Siemens Image
- Takes Responsibility for his actions, target / result oriented
- Open and respectfully communication
- Initiative and pro-active
- Suggest improvements

Knowledge:

- PTW System, Safety Requirements in Power Plants
- Ability to analyze and rectify I&C faults
- Plant management system knowledge (SPPA-M3000)
- Power Plant specific knowledge of I&C equipment
- Ability to adopt in new technologies (Hardware & Software)
- Technical Expertise in the I&C field
- Working with I&C, technical and related drawings
- English beginner
- MS Windows
- Client Software: MS Office, Internet Explorer, Document Management System (DMS), MS SharePoint

Qualifications:

- Degree of Technical College or above (majored I&C/Automatization/Electronic Engineering) and at least 2 years working experience as service/maintenance technician in industrial plants (preferably power plants)
- Safety Standards regarding I&C installations and/or equipment
- Collaboration with Sub-Suppliers
- Working experience in a multinational culture team is appreciated
- Several years of working experiences abroad are appreciated

Salary: (highly competitive)

About Siemens: [Link: Siemens Energy Power Generation](#)

Benefits: health insurance by company, annual performance bonus

Position name:

Electrical Maintenance Technician

Employment term: (Permanent)

Category: (Engineering)

Job type: (Full time)

Location: (Yerevan)

Job Description:

Perform preventive and corrective maintenance for electrical power station equipment.

The contacts are internally the Electrical Maintenance Engineer and Manager, Maintenance Personnel, Operations Personnel, Q&EHS Engineer and externally the customer representatives, Subcontractors.

Responsibilities:

- The Electrical Maintenance Technician perform corrective maintenance tasks on electrical equipment according to equipment manufacturers, Best Practice, Siemens internal Instructions (e.g. Product Change Management (PCM), Product Bulletin's), Customer Requests
- Perform preventive / predictive maintenance tasks on electrical equipment according to work plan and statutory requirements.
- Continuously improve technical knowledge by attending training courses and practical training in the field.
- Counter measures to solve Fault Notifications (FNs) and to identify root causes
- Utilize plant management system for plant related tasks (e.g. reporting faults, performing work on site, requesting material)
- Interdepartmental assistance according to plant needs.
- Protect the environment by reducing hazardous waste and avoiding
- Ensure high quality and sustainable work results using efficient state of the art methods (e.g workmanship, report quality, tools, material, cleanliness) preserving Siemens Image
- Takes Responsibility for his actions, target / result oriented
- Open and respectfully communication
- Initiative and pro-active
- Suggest improvements

Knowledge:

- PTW System, Safety Requirements in Power Plants
- Ability to analyze and rectify electrical faults
- Plant management system knowledge e.g. SPPA-M3000
- Power Plant specific knowledge of electrical equipment (HV/MV/LV equipment)
- Ability to adopt in new technologies (Hardware & Software)
- Technical Expertise in the electrical field
- Working with electrical, technical and related drawings
- English beginner
- MS Windows
- Client Software: MS Office, Internet Explorer, Document Management System (DMS), MS SharePoint

Qualifications:

- Degree of Technical College or above (majored Electrical Engineering) and at least 2 years working experience as service/maintenance technician in industrial plants (preferably power plants)
- Safety Standards regarding electrical installations and/or equipment
- Collaboration with Sub-Suppliers
- Working experience in a multinational culture team is appreciated
- Several years of working experiences abroad are appreciated

Salary: (highly competitive)

About Siemens: [Link: Siemens Energy Power Generation](#)

Benefits: health insurance by company, annual performance bonus

Position name:

Mechanical Maintenance Engineer

Employment term: (Permanent)

Category: (Engineering)

Job type: (Full time)

Location: (Yerevan)

Job Description:

Implementation of preventive and corrective maintenance of the mechanical power station equipment according to procedures, work plans and legal requirements.

Providing necessary conditions for reliable plant operation.

The contacts are internally the Station Manager, Maintenance Personnel, Operations Personnel, Q&EHS Engineer, BA Personnel and externally the customer representatives, Subcontractors, Suppliers, and Authorities.

Responsibilities:

- The Mechanical Maintenance Engineer Create, Update, Issue and Implement work plans and work orders according to Equipment Manufacture (EM)-Recommendation, Fault Notification's (FNs), Best Practice, Siemens internal Instructions (e.g. Product Change Management (PCM), Product Bulletins), Customer Requests
- Continuously improve technical knowledge by attending training courses and practical training in the field.
- Counter measures to solve FN's and to identify root causes
- Utilize plant management system for plant related tasks (e.g. reporting faults, performing work on site, requesting material)
- Support actively the setup, maintenance and continuous improvement of a safety and health management system with relevant training to all staff, introduction of guidelines and procedures
- Interdepartmental assistance according to plant needs.
- Protect the environment by reducing hazardous waste and avoiding
- Responsible for tools and inventory (e.g. calibration, repair, etc.)
- Ensure high quality and sustainable work results using efficient state of

the art methods (e.g workmanship, report quality, tools, material, cleanliness) preserving Siemens Image

- Takes Responsibility for his actions, target / result oriented
- Open and respectfully communication
- Initiative and pro-active
- Suggest improvements

Knowledge:

- Leadership and management skills
- PTW System, Safety Requirements in Power Plants
- Ability to analyze and rectify mechanical faults
- Power Plant management system knowledge e.g. SPPA-M3000
- Power Plant specific knowledge of mechanical systems
- Ability to adopt in new technologies (Hardware & Software)
- Technical Expertise in the mechanical field
- Working with mechanical, technical and related drawings
- Negotiation skills
- communication skills
- English intermediate
- MS Windows, MS Server
- Client Software: MS Office, Internet Explorer, Document Management System (DMS), MS SharePoint

Qualifications:

- Bachelor of Mechanical Engineering or equivalent,
- At least 5 years working experience as service/maintenance engineer in industrial plants (preferably power plants)
- Experience as supervisor of small team
- Working experience in a multinational culture team is appreciated
- Several years of working experiences abroad are appreciated

Salary: (highly competitive)

About Siemens: [Link: Siemens Energy Power Generation](#)

Benefits: health insurance by company, annual performance bonus

Position name:

Mechanical Maintenance Technician

Employment term: (Permanent)

Category: (Engineering)

Job type: (Full time)

Location: (Yerevan)

Job Description:

Perform preventive and corrective maintenance for mechanical power station equipment.

The contacts are internally the Mechanical Maintenance Engineer and Manager, Maintenance Personnel, Operations Personnel, Q&EHS Engineer and externally the customer representatives, Subcontractors.

Responsibilities:

- The Mechanical Maintenance Technician perform corrective maintenance tasks on mechanical equipment according to Equipment Manufacture (EM), Best Practice, Siemens internal Instructions (e.g. Product Change Management (PCM), Product Bulletins), Customer Requests
- Perform preventive / predictive maintenance tasks on mechanical equipment according to work plan and statutory requirements.
- Continuously improve technical knowledge by attending training courses and practical training in the field.
- Counter measures to solve FNs and to identify root causes
- Utilize plant management system for plant related tasks (e.g. reporting faults, performing work on site, requesting material)
- Interdepartmental assistance according to plant needs.
- Protect the environment by reducing hazardous waste and avoiding
- Ensure high quality and sustainable work results using efficient state of the art methods (e.g. workmanship, report quality, tools, material, cleanliness) preserving Siemens Image
- Takes Responsibility for his actions, target / result oriented
- Open and respectfully communication
- Initiative and pro-active
- Suggest improvements

Knowledge:

- PTW System, Safety Requirements in Power Plants
- Ability to analyze and rectify mechanical faults
- Plant management system knowledge e.g. SPPA-M3000
- Power Plant specific knowledge of mechanical systems
- Ability to adopt in new technologies (Hardware & Software)
- Technical Expertise in the mechanical field
- Working with mechanical, technical and related drawings
- English beginner
- MS Windows
- Client Software: MS Office, Internet Explorer, Document Management System (DMS), MS SharePoint

Qualifications:

- Degree of Technical College or above (majored mechanical Engineering) and at least 2 years working experience as service/maintenance technician in industrial plants (preferably power plants)
- Safety Standards regarding mechanical installations and/or equipment
- Collaboration with Sub-Suppliers
- Working experience in a multinational culture team is appreciated
- Several years of working experiences abroad are appreciated

Salary: (highly competitive)

About Siemens: [Link: Siemens Energy Power Generation](#)

Benefits: health insurance by company, annual performance bonus

Position name:

Purchaser

Employment term: (Permanent)

Category: (Engineering)

Job type: (Full time)

Location: (Yerevan)

Job Description:

Responsible for purchasing of consumables and spare parts from local and foreign suppliers including close cooperation with client to ensure the timely provision of required materials and services. Support in analysis, planning, scheduling, and coordination of administrative duties.

The contacts are internally the Station Manager, BA Manager, Department Manager, Storekeeper, all O&M staff, HR-Manager, HR-Assistants and externally client representatives, authorities, sub-contractors, suppliers, customs agent.

Responsibilities:

- Support the technical departments by establishing contacts to subcontractors and suppliers and obtaining quotations, carry out price negotiations, prepare purchase orders, verify incoming invoices
- Maintain close contact to client to ensure timely provision of materials and services required by Siemens O&M which are under Client (Customer) scope according to O&M contract, verify deliveries against Siemens O&M requirements
- Handle the import of offshore parts and supplies, obtain the customs clearance for those supplies
- Support in preparing and maintaining of administrative reports related to purchasing activities, bookkeeping and stores management
- Perform and support inventory checks of normal tools and assets which are under the responsibility of Siemens O&M
- Identify areas with potential for cost savings, make suggestions for process improvements

Knowledge:

- Purchasing knowledge / finance / international business administration background
- Tax Law and regulations, Government Procurement Law, business processes
- Communication skills
- Team skills
- Organizational talent
- Able to work under pressure independently
- Fluent in English in all aspects
- MS Windows, MS Server
- Client Software: MS Office, Internet Explorer, Document Management System (DMS) MS SharePoint

Qualifications:

- Minimum 2 years of related working experience in multinational companies in commercial fields.
- Experience in working in international process framework and internal control and compliance systems
- Be able to take the lead in contracts negotiation
- Several years of working experiences abroad before and/or has some experiences in working with foreigners/intercultural teams
- Knowledge of SAP systems is preferable

Salary: (highly competitive)

About Siemens: [Link: Siemens Energy Power Generation](#)

Benefits: health insurance by company, annual performance bonus

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