

Procurement Specialist

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Город:	Бишкек	
Занятость:	полная занятость	



LLC "RCA Living"

Адрес

Bishkek c., Chui avenue, 158

Информация

Общие сведения

RCA Living is the developer and manager of the “all-in-one” mega-complex Royal Central Park project, located in the heart of Bishkek’s capital city. Spanning an area of 53,5 hectares, promising to shape the urban future in this area. We aim to become the leading brand in real estate development in Kyrgyzstan, contributing to the creation of modern, green, and sustainable urban areas that meet international standards.

Требования

- Bachelor’s degree in Economics, Management, Supply Chain, or related field.
- Minimum 1 year experience in asset management, or procurement.
- Proficiency in MS Office and documentation/reporting.
- English: Intermediate level.
- Strong negotiation, supplier management, and organizational skills.

Обязанности

1. Receive & Process Procurement Requests

Responsibilities:

- Collect, review, and validate procurement requests from departments/divisions.
- Provide guidance to departments on procurement processes, standards, and usage of tools and materials.
- Develop detailed procurement plans on a monthly, quarterly, and annual basis.

2. Supplier Search & Management

Responsibilities:

- Identify, evaluate, and maintain a qualified supplier list with adequate capacity for recurring needs.
- Conduct quotation requests, comparative analysis, and procurement option assessments (price, quality, timeline).

- Negotiate commercial terms, contracts, and service agreements with suppliers.

3. Approval Process & Order Management

Responsibilities:

- Prepare procurement documentation and submit for approval in line with authorization levels.
- Issue purchase orders and contracts; monitor delivery schedules and acceptance of goods/services.
- Control procurement budgets, ensuring transparency and compliance with approved limits.

4. Monitoring, Control & Reporting

Responsibilities:

- Monitor quality of goods/services supplied, coordinate complaint resolution, and warranty claims.
- Manage on-site inventory of consumables and tools, ensuring continuous availability.
- Prepare procurement cost reports, track savings, and evaluate supplier performance.

5. Compliance & Process Improvement

Responsibilities:

- Ensure all procurement activities comply with company policies and legal regulations.
- Recommend and implement process improvements to reduce lead time, cut costs, and increase transparency.
- Support internal and external audits related to procurement activities.

6. Other Duties as Assigned

Условия

- Official employment
- Opportunity to work with a dynamic team.
- Career growth and development opportunities.

How to Apply:

Interested candidates should send their CV to perizat@rox.vn and put in cc: darika@rox.vn with the subject line "Procurement Specialist - RCA Living"

О КОМПАНИИ

ROX Group is an international group of companies with Vietnamese roots, actively developing large-scale investment projects in the Kyrgyz Republic.

In Kyrgyzstan, the company is implementing strategically significant initiatives in real estate development, renewable energy, and technology. Among its flagship projects is the construction of the mega-scale residential complex **Royal Central Park**, designed to set new standards for modern urban living in Bishkek.

ROX Group is also investing in sustainable energy development through the construction of a solar power plant in Issyk-Kul, contributing to the region's environmentally responsible and long-term growth.

In addition, the company is expanding its IT-related activities and leading the renovation of the **Aiperi Salon** building, transforming it into a modern business and urban space.

The head office of ROX Group in Kyrgyzstan is located at **ROX Centre**, Chuy Avenue Street 158, Bishkek.

ROX Group represents long-term investment, international expertise, and a strong commitment to sustainable development in the country.