



Job Description  
Job Code: 2305005

## About Enzen ([www.enzen.com](http://www.enzen.com))

Enzen Global was founded in 2006. It's a company that acts exclusively in the energy sectors, more specifically in electricity, gas, and water, present in 7 countries such as Australia, India, Portugal, Spain, Turkey, the UK and the US.

In 2021 Enzen Portugal opened as a branch of Enzen Global. It operates mainly in the Iberian market with a special focus on Business Development, DG (Distributed Generation), EPC (Engineering, Procurement, Construction), O&M (Operation & Maintenance) and Asset Management.

Enzen Portugal operates in the renewable energy market to guarantee a lower cost for people and/or companies in a more sustainable and lasting way.

Enzen Portugal aims to provide energy as a service through solutions which are in constant development, growth and innovation. One of the goals is to reach new customers who have the ability to encourage best practices for a more balanced and sustainable world.

Enzen is committed to promoting an inclusive working environment by providing equal opportunities and respecting diversity in employment. We welcome applications from all suitably qualified persons.

**Role:** Procurement Specialist

## Qualification and Experience:

- Bachelor's degree in Finance, Accounting, Business Administration or a related field;
- Minimum experience of 2 year (preferable);
- Knowledge of English and Spanish language will be valued;
- Ability to analyze and solve problems;
- Sense of responsibility, rigor and personal organization.

## Responsibilities and Duties:

- Locating key suppliers;
- Negotiating the company's purchasing agreements;



- Making sure their materials and products meet the company's specifications;
- Identifying suppliers of goods and services;
- Liaising with suppliers and project managers regarding updates and details of goods;
- Creating purchase orders and tallying these with supply requests and orders;
- Analyzing invoices to ensure accuracy of goods delivered;
- Monitoring inventory to ensure the flow of goods remains positive.

### **Job Description:**

- Position: Procurement Specialist
- Hours: Presential Work Regime of 40 hours per week (9:00h – 18:00h);
- Preferred starting date: As soon as possible;
- Workplace: Head Office – Praça de Alvalade 7, 7ºEsq. 1700-036 Lisboa.

### **Contact:**

Interested candidates to share their latest profile to (please attach CV):

- *Human Resources* - [hr.enzenpt@enzen.com](mailto:hr.enzenpt@enzen.com)
- *Mário Serra / People & Culture / Enzen PT* - [mario.serra@enzen.com](mailto:mario.serra@enzen.com)
- *Mariana Baptista / Assistant Manager / Enzen PT*- [mariana.baptista@enzen.com](mailto:mariana.baptista@enzen.com)