



Recruitment Request Form

Job Title

PURCHASER

Section	Procurement	No. of vacancies	04
Department	Commercial	Date required	As soon as possible
Company	SAUDI ARCHIRODON LTD.	Reporting to	Procurement Officer
Location	KSA	Supervising	

Brief Description of Job:

- Purchasing of Machinery spare parts, construction materials, office & general items needed for the company from local market.
- Collection of quotations, preparation of comparative statements

Main Specification:

- Good Knowledge in marketing and bargaining from the suppliers.
- Preference will be given for **Gulf Returned** Candidates.

Qualifications:

- Degree or Diploma Holder with computer knowledge.
- Should possess valid Home Country License.

Special Requirement	Experience in similar job.
Languages	English & Arabic spoken preferable
Physical Requirements	Energetic under 35 years of age
Characteristics	Hard working.
Nationality	INDIAN

Hours of Work (Basic)	08 Hrs
Over Time	As per Law
Pay Basic	Depends upon qualification & experience

Family Status	No
Holidays	As Per KSA Law
Others	As per Company's Policy

Requested By :
Name & Title : Ioannis Kondylis
HR Officer
Date : 28/07/2010

Approved :
Name & Title : JKL
Regional Manager
Date : 28/07/2010