

# Mexico Jobs Expertini®

## Procurement Assistant

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Company: SGI Global, LLC

Location: Mexico City

Category: other-general

SGI Global LLC is seeking fluent Spanish speaking **Procurement Assistant** to support the Department of State, Bureau of International Narcotics and Law Enforcement Affairs (INL) in Mexico City, Mexico, which requires professional and administrative support services to work with the U.S. Foreign Assistance Program to Mexico.

Responsibilities:

The position is located in Mexico City, Mexico. Travel to other locations in Mexico, the United States and other countries may be required.

Assists in developing requirements documents, market research, purchase requests and any other documents required for the procurement process.

Assists program manager in writing technically correct task orders, Statement of Works (SOW), Performance Work Statements (PWS), Independent Government Cost Estimates (IGCE), and other procurement and logistics documents.

Researches and identifies potential suppliers/vendors. Obtains estimated prices.

Coordinates the delivery logistics of goods/services to the end users, and tracks donation documents and acceptance letters.

Coordinates with GOM agencies and INL Logistics the proper delivery of donated goods, to make sure the donation process is correctly documented and finalized.

Communicates delivery schedules to the stakeholders and provides them with timely

updates as to the status of procurement, logistics, and deliveries. Also reports and informs of any procurement related problems, in order for proper actions to be taken.

Maintains accurate procurement records and provides administrative support to the program as required.

Qualifications:

██████████  
Mexican Citizen.

Bachelor's degree in business administration or a related field.

English FSI level 3/3.

Spanish FSI level 4/4.

Two (2) years of purchasing or acquisition experience.

Must have knowledge of purchasing and Mexican importation process.

Must be able to deal effectively with senior USG officials within and outside the U.S. Embassy, as well as senior and mid-level GOM officials at federal and local level.

Must be able to work under pressure, to deal with overlapping tasks, and to work independently in the event the Program Requirements Specialist is absent.

Ability to plan, organize and manage a project with minimum guidance and supervision and be able to effectively prioritize assignments.

Ability to pass a U.S. Embassy RSO security background check.

Ability to deal effectively with senior U.S. and GOM officials.

US Embassy RSO security background check.

Working knowledge of the Microsoft Office suite.

*SGI Global provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.*

***Job Posted by ApplicantPro***

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