

ABOUT ADRIATIC METALS

We value a diverse and motivated workforce that thrives on seeking responsibility for excellence.

Adriatic Metals BH d.o.o. is committed to building a working environment that is secure, fair, and diverse and a culture that fosters leadership and allows every person to contribute and realize their potential. Sound employment practices are crucial to developing a workforce with the necessary skills and qualities to support a successful, ethical, and responsible business. Diversity is celebrated and encouraged.

Procurement Administrator

Main responsibilities:

- Assist with the **preparation and processing of purchase requisitions, purchase orders, and RFQs/RFPs** in alignment with company policies.
- **Maintain accurate records of procurement activities**, contracts, and supplier databases.
- **Coordinate with internal departments** (e.g. Mining, Geology, Maintenance, Logistics, Finance) to ensure timely delivery of materials and services.
- **Monitor and update delivery schedules**, follow up with vendors on outstanding orders or issues.
- **Support tendering and evaluation processes** by compiling documentation and tracking responses.
- **Maintain compliance** with internal control procedures and support audit readiness.
- **Liaise with suppliers and service providers** for basic correspondence and document requests.
- **Assist in tracking KPIs and generating procurement-related reports** as required by the Procurement Manager.
- **Perform general administrative duties** related to procurement operations, including filing, document scanning, and communication support.

ABOUT YOU

The most successful candidate will ideally possess the following:

- Minimum of a High School Diploma (university degree in Business, Logistics, or Supply Chain is an advantage).
- Minimum 1 year of experience in procurement, administration, or a related role—experience in the mining or heavy industry is preferred.
- Familiarity with procurement processes and ERP systems (e.g., SAP, Oracle, or other inventory systems).
- Proficiency in MS Office (Excel, Word, Outlook) is essential.
- Strong communication skills and the ability to interact with both internal teams and external suppliers.
- Fluency English (spoken and written).
- Drive Licence B category.

ABOUT OUR PROCESS

At Adriatic Metals, we are committed to hiring individuals who align with the company's values and meet the requirements of the role. As part of the hiring process, there are various checks that can be conducted to establish the suitability of candidates for a role, including police/criminal checks, medical checks, business partner checks, right-to-work checks, occupational assessments, and/or reference checks.

To apply for this role, please send a copy of your Resume clearly indicating the name of the role, to posao@adriaticmetals.com.

Please note that only shortlisted candidates will be contacted for further consideration. Once again, thank you for your interest in Adriatic Metals. The vacancy is open until we find our best match. We wish you the best of luck in your job search!