

Noble Supply and Logistics is looking for Buyers (Procurement Specialists) and IT Specialists. Interviews will be able to hold any time starting from 24th May 2021.

Noble Supply & Logistics is a global supply chain management and technology company. Our focus is on **e-commerce, cloud computing, advanced logistics services, and mission support for the U.S. military, federal, state, and local government.** Our global footprint includes operation centers, storefronts, distribution, and fulfillment centers located around the world. As a distributor of more than 11,000 manufacturers, we stock over 1,000,000 items in warehouses throughout the continental United States, Middle East, Africa, Europe, and Asia.

Buyers (Procurement Specialists):

The Buyer will process orders that come across multiple Government online platforms, which includes the buying and sourcing of Building Materials, Hardware, Tools, HVAC, Electrical Supplies, Office Supplies among many other items to support the United States Military and Federal Agencies across the globe.

The ideal candidates are intelligent, committed, positive, and enjoy working as part of a team. We are looking for those that embody our values of integrity, hard work, and accountability, balanced with a sense of humor.

Principle Duties and Responsibilities:

- Sources materials in the US and in the assigned Area of Responsibility
- Develops, maintains and improves relationships with suppliers or customers to promote effective procurement and supply
- Assists Expeditors in monitoring internal and external lead times and taking actions to remedy delays and improve delivery performance
- Compares and evaluates quotations received from suppliers, ensures the awardee is selected in compliance with the contract requirements, etc...

Qualifications:

- **English (Advanced communication skills, both verbal and written)**
- Detail-oriented with an aptitude for working with data - Must be highly accurate and thorough in all tasks
- **Effective communicator, comfortable interacting with customers and internal partners in a professional manner in person, via the phone, and email**
- **Working knowledge of Microsoft Office, Databases, Web-Based Applications**

IT Specialists:

Are you interested in working at Noble? Please send your CV, the decision will be made based on your skills and experience.

Location: Almaty, Kazakhstan

To join our team in Almaty, Kazakhstan. Please submit your CV to Ms. Karina Ibragimova (kibragimova@noble.com) (DKU alumni) with the following subject line: "NOBLE SUPPLY/ CV/ NAME SURNAME" as well as the cover letter mentioning the preferable time for the interview starting from 24th May 2021.

Department of social work & career services of DKU