



## **Senior Procurement Executive**

### **Responsibilities**

- Manage and process all purchase requisitions, convert purchase requisitions into purchase orders
- Monitor, evaluate and conduct vendor performance
- Co-ordinate and expedite deliveries, liaise with vendors on shipment discrepancies and invoice queries
- Able to comprehend and conduct complex purchase and service contract negotiation
- Administer tender exercise
- Support monthly reporting for management review
- Develop and build strategic partnership with vendors
- Build rapport with various internal and external stakeholders to identify cost saving opportunities
- Comply and uphold all procurement related in according to SAESL's Procurement process and policy

### **Requirements**

- Degree in any discipline with minimum 8 years procurement experience
- Contract negotiation and strong analytical skill is essential
- Excellent team member, self-motivated and able to handle multiple projects simultaneously
- Effective communication and people skills
- Strong negotiation skills, analytical and numerical skills

*(Only short-listed candidates will be notified)*