



Procurement Executive

Responsibilities

- Manage end to end indirect procurement process
- Consolidate supply chain to improve negotiation position and purchasing efficiency
- Monitor, evaluate and conduct vendor performance
- Understand and operate Supplier Relationship Management
- Develop and build strategic partnership with vendors
- Ensure on time delivery of all orders
- Project managing to meet assigned program milestones
- Lead commercial negotiations to achieve best overall value for company, ensure supplier related issues are resolved efficiently and effectively
- Able to comprehend and conduct complex purchase and service contract negotiation
- Conduct tender exercise as required
- Understand manufacturing or service processes and the cost drivers
- Understand the Total Cost of Acquisition
- Analyze data for improvement and support monthly reporting for management review
- Build rapport with various internal and external stakeholders to identify cost saving opportunities]
- Comply to all related Procurement processes and policies

Requirements

- Degree with a minimum 5 years relevant procurement / project management experience is preferred
- Experience with SAP is preferred
- Knowledge of Import/Export rules and export control regulations
- Knowledge of relevant purchasing and sourcing concepts
- Proven experience in purchasing of equipment & machineries
- Strong negotiation, communication skills (verbal and written), interpersonal and influencing skills
- Effective communication with internal and external stakeholders
- Excellent team member

(Only short-listed candidates will be notified)