



## **Senior Procurement Project Executive (Two Years Contract)**

### **Responsibilities**

- Consolidate all procurement activities and present a project plan
- Provide clear cost comparison for all projects and be ready for negotiation and selection
- Work closely with other project members and ensure that all timeline is adhered to and actively provide mitigation plan if required
- Ensure all purchases are covered by a contract
- Follow up with suppliers to expedite and ensure supplier on time Delivery Performance are met
- Escalate issues timely to address quality, cost and delivery issues
- Ensure all project payment and acceptances are tracked
- Ensure all open POs are closed timely
- Lead contract negotiation based on standard contract template
- Lead tender exercises
- Support monthly reporting for management review
- Actively source for the right supplier / product supply
- Comply and uphold all procurement related activities in accordance to Procurement processes and policy

### **Requirements**

- Degree of any discipline and minimum 10 years of related procurement experience. In the absence of a degree, a minimum of 15 years of relevant experience is required
- Good organisation skills
- MS Office Skills (Excel, Word, PowerPoint, Project)
- SAP (MM Module) proficiency preferred
- Good business writing and communication proficiency
- Advance level negotiations skills

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