



Procurement Executive

Job Description

- Process purchase requisition and create PO timely.
- Follow up with suppliers to expedite and ensure that supplier On time Delivery Performance are met.
- Escalate issues timely to address quality, cost and delivery issues
- Proactively communicate with internal customers on any potential delays to avoid downtime
- Liaise with vendors on shipment discrepancies and invoice queries timely.
- Track and ensure payment to vendor is done timely.
- Ensure all open POs are closed timely.
- Manage contract negotiation based on standard contract template.
- Manage tender exercises.
- Support monthly reporting for management review as needed.
- Build rapport with various internal and external stakeholders to identify cost saving opportunities if appropriate.
- Monitor, evaluate and conduct vendor performance.
- Actively source for the right supplier / product supply.
- Develop and build strategic partnership with key vendors
- Comply and uphold all procurement related in according to Procurement processes and policy
- Serve as a backup to other procurement executives.
- Assist the Head, Procurement or as assigned.

Requirement

- Preferred a degree of any discipline and minimum 5 years of related procurement experience. If the absence of degree, a minimum of 8 years of relevant experience is required.
- Good organisation skills
- MS Office Skills (Excel, Word, PowerPoint)
- SAP (MM Module) proficiency
- Good business writing and communication proficiency
- Intermediate to advance level negotiations skills