



PROCUREMENT EXECUTIVE

Procurement Executive requires intermediate to advance level purchasing knowledge and skills. Possess a minimum 5 years of relevant experience in a purchasing function. To be successful in this position, the following skills are critical, good team and interpersonal skills, ability to learn new skill fast, resourceful in problem resolution and able to manage projects. Proven project management and process improvement experience are required for this position. This position reports to the Head of Procurement.

The following are some of the essential duties for this position.

Responsibilities

- 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
- Lead in process improvement projects
- Comply and uphold all procurement processes and policy
- Serve as a backup to other procurement executives
- Assist the Head, Procurement or as assigned

Requirements

- 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
- MS Office Skills (Excel, Word, PowerPoint)
- SAP (MM Module) proficiency
- Good business writing and communication proficiency
- Intermediate to advance level negotiations skills
- Experience in process improvement
- Experience in managing projects to completion