

Job Title: Purchasing Specialist

Job Requirements:

- Bachelor's degree in Engineering, Business Administration, Economics or related fields
- Minimum two years of Procurement experience preferably in wire or cable industry
- Proficiency in MS Office (especially Excel, PowerPoint, and Access) and experience in SAP
- Flexibility to work well in a dynamic, sometimes stressful and demanding team environment
- Ability to analyze and evaluate data
- Good negotiation, communication (oral and written), analytical and problem solving skills
- Detail-oriented and financially literate
- Previous job references are needed

Job Description:

- Procurement, sourcing, and contracting of materials, supplies, equipment and services,
- Implementing department procedures and realizing department goals,
- Handling the day-to-day activities of the Procurement department.
- Ensure competent quality execution of all regular purchasing duties and administrative works.
- Maintain complete updated purchasing records/data and pricing in the system.
- Prepare reports.
- Schedule supplier visits and conduct competitor survey
Execution and monitoring of all regular purchasing duties
- Coordinate with user departments and suppliers
- Assist in managing and following up overseas orders.
Handling and monitoring of claims to factories and vendors for defectives, shortage, missing parts.
- Support relevant departments with quotations for the purpose of cost calculation and projects.
Coordinate with suppliers to ensure on-time delivery.
Responsible for the preparation and process purchase orders and documents in accordance with company policies and procedures.
- Monitor and co-ordinate deliveries of items between suppliers to ensure that all items are delivered to site on time.
- Source, select and negotiate for the best purchase package in terms of quality, price, terms, deliveries and services with suppliers.
Negotiate for best purchasing package (in terms of quality, price, term, delivery and service) with suppliers and sub-contractors assigned.
Purchase and issue order in accordance to specification.
- Source for new parts, suppliers or sub-contractors when the need arises.