

Job Description

Job Title : Project Procurement Manager, Asia
Reports To : Senior Operations Director (Direct)
 Lead Buyer Investment Goods (Indirect)
Location : Perak
Geographic Coverage : Malaysia, Thailand, China
Volume : USD 20 million per annum

Business Responsibilities:

- Procurement of equipment, spare parts, components and assemblies, negotiation of engineering services
- Supplier search, leading commercial negotiations, contract design, market analysis

Stakeholders:

- Internal: project engineers, production, local management - support the project engineers & maintenance technicians to balance the technical focus and commercial topics during project realisation.
- External: suppliers, consulting engineers - collecting data from market and suppliers to perform negotiations and prepare decisions.
- Divergent / Shared: procurement of equipment, spare parts, components and assemblies, negotiation of engineering services in right quality, in agreed time, in approved budget.

Key Accountabilities:

- Lead the procurement effort investment projects of the Company in Asia i.e. procurement of equipment, services and spares for Company's examination glove dipping lines by using the Company's group rules and standards.

Roles and Responsibilities:

- Supplier search, commercial support for engineers.
- Preparation and performance of negotiations, preparation of offer comparisons.
- Preparation and negotiation of contracts and POs as per Company's Procurement Policy and standards.

Challenges with regards to innovation and change:

- Implementing the purchasing rules / standards in the local procurement team.
- Assessment with suppliers to increase the local market knowledge.

Requirements:

- Degree in engineering, business administration, or relevant discipline of studies.
- Minimum 5 years working experience in technical procurement area, knowledge of international companies and standards.
- Microsoft Office, flexibility, English communications skills, practice in negotiations, market knowledge for technical equipment.

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