JOB POSTING TEMPLATE

Date:	2020	**Function:**	Finance and Accounting
Job title:	Specialist, Procurement	**Manager title:**	Associate Manager, Procurement

Job purpose

- To handle the procurement sourcing strategy plan for Office renovation, Office equipment, Trip & Event, MKT service, Printing service with effectiveness and preferential treatment to ensure all procurement activities are in line with internal policies and process.
- Ensure the procedure of ordering, delivery in most effective and economical way. Ensure all documents related to order and delivery are strictly followed and in compliance with company policies, be responsible to review all documents as archive for working independently with Internal Audit when needed.
- Prepare data, reporting of Procurement activities.

Major accountabilities

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Conduct the market survey periodically with SWOT, 5P analysis for best understanding the suppliers, materials, goods, services… built up sourcing plans/ proposals for each category such as Office renovation, Office equipment, Trip & Event, MKT service, Printing service…	70%
Support Section Head in reviewing & updating the current procurement guideline. Ensure all procurement activities are strictly followed the procedures & company policies	5%
Collect & consolidate the procurement spending data, handle monthly procurement reports, evaluate and manage supplier's performance, supplier relationship management (SRM): due diligence, qualifying, periodic performance evaluation.	15%
Coordinate with responsible staff of user departments in observing, following up & evaluating the quality of purchased goods/ services.	10%

Specialized knowledge

Knowledge:

- Knowing about different office equipment models, technical specifications, commercial use of IT equipment, construction material, office furniture.
- Knowing about the market of events and tours organizers and their sub-contractors.
- Knowledge in other common goods related to office operation.
- Knowledge of laws on commerce, contract.

Skills:

- Communication, presentation, negotiation, material & cost analysis
- Working well under pressure, timing management.
- Team work, interpersonal and problem solving skills.
- Proficient Microsoft Office, good written and spoken English.

Education and experience

- College degree
- At least four years of experience in procurement function in a large JV or 100% foreign-owned company.
- Care, integrity and honesty.