

Assistant Procurement Manager

Job Summary:

Assist the Procurement Manager to purchase goods or services for the organization whether for internal use or for re-sale. Ensures employer obtains quality products for competitive prices in a timely fashion. Plays an integral role in ensuring a company sticks to budgets and operates profitably. Assist the Procurement manager for the overall procurement plan and strategies for the organization.

Job Responsibilities:

- Liaise with key company employees to determine their products and services needs.
- Monitors business trends and product availability to pay the best price for company goods and services without sacrificing quality or delivery times.
- Nurtures relationships with suppliers to negotiate the best prices for the company.
- Identifies and researches potential new suppliers.
- Research for new products and services to meet the company's goals.
- Assesses total costs of company purchases.
- Develops and implements strategies for procuring, storing, and distributing goods or services and maintaining stock levels.
- Oversees a team of Procurement Executives.
- Reports to the Procurement Manager.
- Perform any other ad-hoc task assigned by Superior or Management.

Job Requirements:

- Candidate must possess at least a Bachelor's Degree, Post Graduate Diploma, Professional Degree Logistic / Transportation, Business Studies / Administration / Management, or its equivalent.
- At least 3 - 4 year(s) of working experience in purchasing; comprehensive knowledge in strategic procurement.
- Has overall procurement experience/knowledge (eg, sourcing, negotiating, purchasing, designing & enhancing procurement related SOP etc).
- Committed to work and completed tasks within the deadline given.
- High efficiency, energetic, independent, and able to work well in a fast-paced changing environment.
- Possess strong interpersonal, leadership, planning, and organizational skills.
- Excellent communication and negotiation skills.
- Proficient in verbal and written communication in English and Bahasa Malaysia.
- Applicants must be willing to work in Cyberjaya, Selangor.
- Able to start work immediately would be an added advantage.