



PROCUREMENT MANAGER

Location: Petaling Jaya

Nationality: Local

Type: Permanent

Post: 1

- Evaluate and propose methods and strategies for the procurement of all goods and services
- Develop, implement and administer the material supply life cycle, including all relevant documentation required as part of the process
- Assist the management team to handle complaints, settle disputes and resolve conflicts in respect to procurement issues
- Ensure that any invoices in respect to direct procurement are managed in a timely and accurate manner
- Provide advice and leadership in the management and evaluation of any Variation orders and Claims that may arise, in regards to direct procurement
- Manage import/export and customs clearance and insurance related matters in relation to material procurement
- Prepare work progress reports and budgets as required
- Prepare and manage strategies for commercial and contract coordination process, giving consideration to hedging and Forex
- Ensure that coordination with contract timeframes to ensure timely delivery to respective parties
- Undertake any other duties that may be assigned from time to time

Management

- Attend meetings with stakeholders when required
- Apply best-practice standards to all tender and contract procurement documentation, including improvements to assist operational delivery
- Assist in the preparation of the company's Quality Plan in reference to material procurement

Requirements

- Minimum Bachelor Degree in a commercial or technical discipline
- Relevant experience in the procurement (including importation) of goods and materials for the property sector and the administration of contract documents, Forex, insurance, import/export customs clearance, transportation and payments
- Minimum 10 years work experience in a commercial management position including procurement
- Advantage having previous experience and understanding of construction activities, sequencing and related timeframes
- Familiar with PAM and FIDIC forms of contract



- Advantage to have worked in the international environment
- Able to demonstrate experience in risk management
- Sound command of English in both written and verbal communication
- Proficient computer literacy in Ms Office, Ms Word, Excel and PowerPoint
- Skilled in negotiation with suppliers in the international and local market