

Job Title: Assistant Procurement & Warehouse Manager

Responsibilities:

- Reinforce company procurement policy and drive the best practice – including tools, tendering procedures, vendor sourcing & selection, pricing & services benchmarking, negotiation and control system.
- Oversee a full spectrum of procurement services including PO, reporting, vendor and cost management and integrate inventory planning with the best procurement processes to ensure optimal stock & cost efficiency
- Perform parts planning & inventory management for cost optimization & productivity improvement
- In charge of the data analysis for Procurement; produce high value added & user-friendly reports with improvement angles & timely accurate KPI measurements for the Company.
- Liaise with internal & external parties regarding tender related issues; perform tender analysis, preparation and administration related work; coordinate with internal stakeholders in evaluating suppliers' submissions and supporting award of contracts
- Take up projects / initiatives as assigned

Requirements:

- Degree holder in Procurement, Supply Chain, Business Administration, Statistics, Mathematics or related discipline
- 5 years of relevant experience in procurement and supply chain management
- High proficiency in excel, process mapping, data analysis & reporting skills
- Hands-on experience in Procurement ordering system & presentable report compilation
- Positive, meticulous & analytical
- Candidate with less experience will be considered as Procurement Supervisor or Senior Officer

Interested parties please send your full resume stating present & expected salary to HR Department by email to hr@asiaworld-expo.com.

Personal data collected will be used for recruitment-related purpose only.

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